**Braeburn Schools Employment Application Form – Teaching/Non-teaching**



*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

Please ensure that you complete all sections of the application. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

| **Vacancy Job Title** |  |
| --- | --- |

**Initials \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Surname or Family Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Any previous names \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ID No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRESENT / LAST APPOINTMENT: IF TEACHING**

| **Name, address and telephone number of the school** |  |
| --- | --- |
| **1 Type of school** | Boys Girls Mixed Age range Number on Roll |
| **2 Type of school** | *e.g. International British Curriculum, National 844, Provincial etc.* |
| **Job title:** *Please enclose a copy of your current job description.* |  |
| **Subjects/age groups taught** |  |
| **Date appointed to the current post** |  |
| **Current Salary** |  |
| **Date available to begin new job** |  |

**PRESENT / LAST APPOINTMENT: IF NON-TEACHING**

| **Name, address and telephone number of the employer** |  |
| --- | --- |
| **Job title:** *Please enclose a copy of your current job description* |  |
| **Date appointed to current post** |  |
| **Current Salary** |  |
| **Date available to begin new job** |  |

**FULL CHRONOLOGICAL HISTORY**

Please provide a full history in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work, as well as full

time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

| **Job Title**  **or Position** | **Name and address of school,**  **other employer, or description of activity** | **Number**  **on roll and type of school, if**  **applicable** | **F/T**  **or P/T** | **Dates** | | | | **Reason**  **for**  **leaving** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **From** | | **To** | |
| **Mth** | **Yr** | **Mth** | **Yr** |
| **1** |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |
| **3** | **ADD ROWS AS REQUIRED** |  |  |  |  |  |  |  |

**SECONDARY EDUCATION & QUALIFICATIONS**

| **Name of School/College** | **From** | **To** | **Qualifications Gained with Date** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

**HIGHER EDUCATION**

| **Names and Addresses of University or College and/or University Education Department** | **Dates**  **From To** | **Full or Part-time** | **Courses/subjects taken and Passed** | **Date of Examination and**  **Qualifications Obtained** | **Age Groups for which Trained** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**PROFESSIONAL COURSES ATTENDED AS A TEACHER. Please list relevant courses** **attended in the past 3 years.**

| **Subject** | **Organising Body** | **Date(s)** | **Duration** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

**OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS**

|  |
| --- |

**REFEREES**

Give here details of three people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children, please provide a referee from your most recent employment

involving children.

Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

**First referee**

| **Title and Name** |  |
| --- | --- |
| **Address and post code** |  |
|  |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

**Second referee**

| **Title and Name** |  |
| --- | --- |
| **Address and post code** |  |
|  |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

**Third referee**

| **Title and Name** |  |
| --- | --- |
| **Address and post code** |  |
|  |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

**PERSONAL INFORMATION**

| **Surname or family name** |  |
| --- | --- |
| **All previous surnames** |  |
| **All forenames** |  |
| **Title** |  |
| **Current Address** |  |
|  |
|  |
| **Postcode** |  |
| **Resident at this address since** |  |
| **Home telephone number** |  |
| **Mobile telephone number** |  |
| **Date of birth** |  |
| **Email address** |  |
| **TSC/ DFE number** |  |
| **PIN (KRA)** |  |
| **NSSF No,** |  |
| **NHIF Number** |  |
| **Certificate of Good Conduct/ CRB No. and date issued** |  |
| **National ID / Passport No.** |  |
| **Do you have a current full driving licence?** | **Yes No** |
| **Do you require a work permit** | **Yes No**  **If YES, please provide details under separate cover.** |
| **18. Are you related to or have a close personal relationship with any pupil or employee?** | **Yes, No**  **If YES give details** |

**Questions**

Have you been subject to any disciplinary procedures that are related to the safety and welfare of children or young people?

If yes, give details

Have you been convicted of any criminal offence (including driving offences)?

If yes, give details

Are you presently subject to any criminal charges?

If yes give details.

**DECLARATION**

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct and that no omissions have been made. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used for checks, and in particular, that checks may be carried out to verify the contents of my application form

Signature of Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_