

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. <i>International British Curriculum, National 844, Provincial etc.</i>
Job title: <i>Please enclose a copy of your current job description.</i>		
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: <i>Please enclose a copy of your current job description</i>	
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
