**Braeburn Schools Employment Application Form –  Head of School**

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*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. Checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type.  CVs on their own are not accepted.

|  |  |
| --- | --- |
| **Vacancy Job Title:**  **Location Preference:**  ***Please highlight*** | **HEAD OF SCHOOL**  BRAEBURN SCHOOL, GARDEN ESTATE  BRAEBURN SCHOOL, GITANGA ROAD  HILLCREST INTERNATIONAL SCHOOL, KAREN  NO SPECIFIC PREFERENCE |

**Initials \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Surname or Family Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**If you have changed your name for any reason in the past, please give details and reasons:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ID/Passport No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRESENT / LAST APPOINTMENT: IF TEACHING OR WORKING IN A SCHOOL**

|  |  |
| --- | --- |
| **Name, address and telephone number of 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 current post** |  |
| **Current salary** |  |
| **Date available to begin new job** |  |

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

|  |  |
| --- | --- |
| **Name  address and telephone number of 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.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.  Please list relevant courses**

**attended in the past 3 years.**

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

**OTHER  RELEVANT  EXPERIENCE,  INTERESTS  AND  SKILLS**

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|  |

**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/Line Manager 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**

|  |  |
| --- | --- |
| 1. **Surname or family name** |  |
| * **All previous surnames** |  |
| * **All forenames** |  |
| **2. Title** |  |
| 1. **Current Address** |  |
|  |
|  |
| * **Postcode** |  |
| * **Resident at this address since** |  |
| * **Home telephone number** |  |
| * **Mobile telephone number** |  |
| * **Email address** |  |
| 1. **Date of birth** |  |
| 1. **TSC/ DfE number** |  |
| 1. **PIN (KRA)** |  |
| 1. **NSSF No,** |  |
| 1. **SHIF Number** |  |
| 1. **Certificate of Good Conduct(PPC) & CRB No. and date issued** |  |
| 1. **National ID / Passport No.** |  |
| 1. **Do you have a current full driving licence?** | **Yes No** |
| 1. **Do you require a work permit to work in Kenya?** | **Yes No** |
| 1. **Are you related to or have a close personal relationship with any pupil or employee at Braeburn?** | **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 all information provided in this application is **true and complete** to the best of my knowledge. I understand and accept that any false information or omission will result in the rejection of my application, the withdrawal of any employment offer, or **summary dismissal** if I am already employed, and may lead to legal action. I consent to Braeburn School Limited using the information provided to conduct **verification checks** on my application content.

**Data Consent:** By submitting this application, I consent to Braeburn School Limited processing and retaining my personal data solely for **recruitment and employment consideration**. I acknowledge that the School shall **not be liable** for any loss, unauthorized disclosure, or misuse of this data arising from factors **beyond its reasonable control**.

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

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