



Braeburn Schools

Employment Application Form

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.

Instructions

- Complete all sections in black ink or type.
- CVs alone are not accepted.
- False information will result in rejection, withdrawal of offer, or dismissal.
- Verification checks will be conducted.

Section 1: Position Applied For

Vacancy Job Title

Location

Section 2: Personal Information

Title (Mr/Ms/Dr/etc.)

Surname/ Family Name

All Previous Surnames

All Forenames

Date of Birth

Email Address

Mobile Telephone

Home Telephone

Current Address

Postcode

Resident Since

National ID No./ Passport No.

PIN (KRA)

TSC / DfE Number

NSSF Number

NSSF Number

SHIF Number

Certificate of Good Conduct (PPC)

No. Issued

Work Permit Required for Kenya

Are you related to any pupil or employee?

Do you have a driving licence?

If Yes, give details:

Have you changed your name for any reason in the past?
Please give details and reasons

Section 3: Present / Last Appointment

If Teaching or Working in a School

School Name

Address

Telephone

Type of School (Boys/Girls/Mixed)

Curriculum

Number on Roll

Age Range

Date appointed

Job Title Enclose a copy of your
current Job Description

Subjects / Age Groups Taught

Current Salary

Date Available for New Role

If Non-Teaching

Employer Name		Address		Telephone	
Date appointed		Job Title	Enclose a copy of your current Job Description		
Current Salary			Date Available for New Role		

Section 4: 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.

From	To	Name & Address of Institution/Employer	Role/Activity	Full/Part-Time	Reason for Leaving

Section 5: Education: Secondary & Higher Education

From	To	School/College/University	Qualifications Obtained(Include Dates)

Section 6: Professional Development

Relevant courses attended in the last 3 years

From	To	Organising Body	Certification Obtained

Section 7: Relevant Experience, Interests & Skills

Use this space to highlight transferable skills, volunteer work, languages, tech skills, etc

Section 8: 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.

Title	Full Name	Telephone	Email Address	Job Title	Relationship to Applicant

Section 9: Safeguarding & Legal Declarations

Question	Yes/No	If Yes, give details
Have you been subject to any disciplinary procedures related to the safety and welfare of children or young people?		
Have you been convicted of any criminal offence (including driving offences)?		
Are you presently subject to any criminal charges?		

Section 10: 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.

Print Name:

Signature

Date