



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.)

Mr.

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

Related to any pupil or employee?

Driving Licence?

If Yes, give details:

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	<small>Enclose a copy of your current Job Description</small>		
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 & Qualifications

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
Mr.					
Mr.					
Mr.					

Section 9: Safeguarding & Legal Declarations

Question	If Yes, give details	
Have you been subject to any disciplinary procedures related to the safety and welfare of children or young people?	Yes	
Have you been convicted of any criminal offence (including driving offences)?	Yes	
Are you presently subject to any criminal charges?	Yes	

Section 10: Declaration & Consent

I certify that all information provided is true and complete.

I understand that false information may result in rejection, withdrawal of offer, or dismissal, and may lead to legal action.

I consent to Braeburn School Limited conducting verification checks and processing my data for recruitment purposes only.

Print Name:

Signature

Date