

PEMBROKE  
HOUSE



# Application Form For the Headship

### **Completing this application form:**

- Please complete all sections of the application form electronically. It is an essential part of our selection process and the information you provide will help us to select candidates for interview. A copy of your completed application will be sent by Prepositions to the School. Please note that you are not limited by the size of the answer boxes; they will expand.
- You will also need to write a letter of application. This should be addressed to Mr. Thomas Wright, Chair of Council. We recommend that your letter is no longer than two pages and it must cover how you believe your personal qualities, skills and experience are relevant for this post.
- You should send your completed application form, letter of application and CV to Henry Knight at [henry@prepositions.co.uk](mailto:henry@prepositions.co.uk) - you will receive an acknowledgement of receipt within 24 hours.
- **Please send all three documents in PDF format** and include your name in the title of each file.

Position applied for: **Head**

Date:

**Section 1 – Personal details**

Title: Dr/Mr/Mrs/Miss/Ms	Forename(s):	Surname:
Date of birth:	Former name:	
	Preferred name:	
Address:	ID/Passport Number:	
	Are you currently eligible for employment in Kenya? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide details:	
Telephone number(s): Home: Work: Mobile: Email address:	Citizenship:	
	Kenya TSC Number:	
	Do you have UK Qualified Teacher Status? Yes <input type="checkbox"/> No <input type="checkbox"/> Teacher Reference Number:	
Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of the School? If so, please provide details.		

## Section 2 – Education

Please start with the most recent, going back to – and including - your Secondary School

Name of school/college	Dates of attendance	Examinations			
		Subject	Result	Date	Awarding body
	From: dd/mm/yy				
	To: dd/mm/yy				
	From: dd/mm/yy				
	To: dd/mm/yy				
	From: dd/mm/yy				
	To: dd/mm/yy				

	From:						
	dd/mm/yy						
	To:						
dd/mm/yy							

### Section 3 – Other vocational qualifications, skills, training as well as published work.

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role.

Please include details of any print, digital or audio media (e.g. newspaper, magazine, website, blog, podcast) that you have written, recorded or contributed to.

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### Section 4 – Current Employment

Current/most recent employer:	Current/most recent employer's address:		
Current/most recent job title:	Date started:		
Brief description of responsibilities:	Date employment ended (if applicable):		

Current salary/salary on leaving:	Do you/did you receive any employee benefits? If so, please provide details of these.
Reason for seeking other employment:	
Please state when you would be available to take up employment if offered:	

### Section 5 – Previous employment since leaving secondary education

Please continue on a separate sheet if necessary.

Note: To satisfy our requirements for safer recruitment we need to ask for your full employment record. Any gaps between jobs or between finishing education and first employment must be added in Section 6.

Dates	Name and address of employer	Position held and/or duties	Reason for leaving			
From: dd/mm/yy						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>						
To: dd/mm/yy						
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To: dd/mm/yy						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>						

From: dd/mm/yy			
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## Section 6 – Gaps in your employment

If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates (please ensure that this form details all activity from Secondary school to present)

Start date mm / yy	Finish date mm / yy	Reason

## Section 7 – Interests

Please give details of any interests, hobbies, volunteering or skills

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## Section 8 – Criminal records

An offer of employment is conditional upon a satisfactory enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, three satisfactory references (to include current employer) and police clearance checks from all countries in which previously employed. As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope addressed to the Chair of Governors. If you would like to discuss this beforehand, please email in confidence to Henry Knight at Prepositions for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that if recruited from the UK the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

[www.gov.uk/dbs](http://www.gov.uk/dbs)

You should be aware that the School will institute its own checks on successful applicants for short listing with the UK's Disclosure and Barring Service and any other relevant barred lists where required.

The school will also do a Google Search on applicants should they feel the need to do so and/or for risk assessment purposes.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Further information about the School's child protection policy and practices and policy on employment of ex-offenders can be found on the School's website.

**Have you ever been convicted of any criminal offence? Yes / No**

**Is there any court action pending against you? Yes / No**

**Have you ever received a caution, reprimand or final warning from the police? Yes / No**

**Has anybody ever raised a concern about your behaviour toward children? Yes / No**

**Are you barred from working with any vulnerable groups? Yes / No**

**Are you disqualified from working in or managing early years provision or later years provision with children under the age of eight? Yes / No**

**I have nothing to declare / I enclose a confidential statement**

*Please delete as appropriate*

## Section 9 – Reasonable Adjustments

Do you require any reasonable adjustments to be made during the selection process because of a disability? If yes, please give details below:

## Section 10 – References

Please provide referee details from your current (or most recent) and previous employers. However, for GDPR reasons, please ensure you have their permission to provide us with their full contact details.

Please note that references will not be accepted from relatives or from people writing solely in the capacity of friends. Please be aware that if you are currently working with children, on either a paid or voluntary basis, your current employer will be asked by us about disciplinary offences relating to children and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, that previous employer will be asked about these same issues.

The school will get a reference from your last employer, whether they are named as a referee or not.

**\*IMPORTANT\*** - References will only be taken up for short listed candidates. If short listed, may we contact your referees directly, without seeking further notification from you? Please indicate Yes or No for each Referee.

Referee 1
Name:
Organisation:
Address:
Position:
Telephone number:
E-Mail address:
May we contact directly?    Yes <input type="checkbox"/> No <input type="checkbox"/>

**Referee 2**

Name:

Organisation:

Address:

Position:

Telephone number:

E-Mail address:

May we contact directly? Yes  No **Referee 3**

Name:

Organisation:

Address:

Position:

Telephone number:

E-Mail address:

May we contact directly? Yes  No

## Section 11 – Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments within the School are subject to a probationary period.

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. Copies of the School's Safer Recruitment Policy and Safeguarding and Child Protection Policy are available from the School's website. Please take the time to read them; you may be questioned on your response to them in your interviews.

In addition to taking up references, Pembroke House School will undertake an internet search and a social media search.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If you are shortlisted for a role but your application is ultimately unsuccessful all documentation relating to your application will be securely held for as long as is required by the Kenyan Labour law. If you are not shortlisted, all documentation relating to your application will normally be confidentially destroyed after six months. More information is available in our Job Applicant Privacy Notice and in our Data Retention Policy on our Website.

## Section 12 – Declaration

- I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
- I confirm that I am not on the Children’s Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the School making direct contact as indicated with the people specified as my referees to verify the references.

Signature:

Date:

Where this Application Form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration above. A signature will be sought from all candidates called for interview.

## Section 13 – List of Documents

Should you be shortlisted for an interview we will request the following documentation:

- Qualifications including PGCE or equivalent from your country of qualification
- QTS or equivalent from your country of qualification
- Teacher Reference Number or equivalent from your country of qualification
- A level and GCSE results or equivalent from your country of qualification
- Transcript of degrees
- Passport Copy
- Proof of address
- DBS, ICPC or equivalent clearance check in your country of residence and/or your country of qualification
- Police check from any country you have lived or worked in
- TSC if you have one

Please do let us know if you have any questions or need clarification