

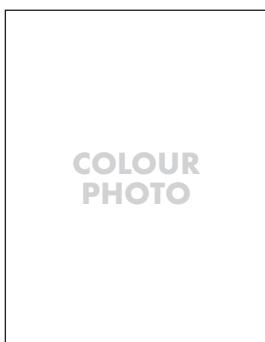
APPLICATION FORM



PHOENIX SCHOOL

FOUNDED 1977

➤ Please complete and return to admin@phoenix.mw



PERSONAL DETAILS

Title	Surname			
Forename(s)				
Address				
	Postal Code			

Date of birth (for identification)	
Former surname (if applicable)	
Nationality	
Marital status	
No. of dependants	

QTS Status	YES	NO
Skype Username		
Daytime Tel No.		
Evening Tel No.		
Mobile No.		

Email	
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If you have been at the address above for less than 5 years, please provide details of previous addresses covering this period on a separate sheet.

ACADEMIC & PROFESSIONAL QUALIFICATIONS

(proof of relevant qualifications will be required before appointment)

Name & Addresses of Schools/Colleges	From (Mth/Yr)	To (Mth/Yr)	Qualifications Obtained

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS

Please state whether you are a member of any technical or professional associations, and if so, which:

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DETAILS OF PRESENT OR MOST RECENT EMPLOYER

From:		To:		Position/Job Title	
Name and address			Main Duties		
Salary			Responsible to:		
Reason for leaving					

DETAILS OF PREVIOUS EMPLOYERS

(In reverse order) Full employment history is required. Any previous employer may be approached by the school.

From:		To:		Position/Job Title	
Name and address				Main Duties	
Salary				Responsible to:	
Reason for leaving					

From:		To:		Position/Job Title	
Name and address				Main Duties	
Salary				Responsible to:	
Reason for leaving					

From:		To:		Position/Job Title	
Name and address				Main Duties	
Salary				Responsible to:	
Reason for leaving					

From:		To:		Position/Job Title	
Name and address				Main Duties	
Salary				Responsible to:	
Reason for leaving					

LEISURE INTERESTS, HOBBIES, MEMBERSHIP OF ORGANISATIONS ETC.

PERSONAL STATEMENT

You are invited to provide further information in support of your application.
Please make sure that you refer to the job description and include: (500 words maximum)

- The reason why you are applying for this post.
- The personal qualities and experiences that you feel are relevant to your suitability for this post.
- Key responsibilities and achievement in your present or most recent job which are relevant to this application.
- Details of any relevant interests or activities
- Your educational philosophy as to how children best learn, and the role school should play in their lives

REFERENCES

Please provide details of two individuals whom we can contact to obtain a reference. One should be your current or most recent employer. Where you are not currently working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children. **Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends.**

REFEREE 1 (current employer)		REFEREE 2	
Name		Name	
Address		Address	
Postal Code		Postal Code	
Organisation		Organisation	
Position		Position	
Telephone No.		Telephone No.	
Fax No.		Fax No.	
Email		Email	

Do you agree to references being taken up if you are short-listed for the appointment?

YES

NO

PERMIT STATUS

Do you require a permit to work in Malawi? YES NO

If yes, do you have a current permit to work? YES NO

If you have a permit to work in Malawi, please provide the original along with originals of any other evidence that you are eligible to work in Malawi.

DECLARATION

I have not been disqualified from working with children, am not named on the Barred List or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (eg the General Teaching Council) and either (please select as appropriate):

I have no convictions, cautions or bind-overs

OR

I have attached details of any convictions cautions or bind-overs in a sealed envelope marked Confidential.

I understand if my application is successful, I will be responsible for providing an up-to-date police clearance certificate or the equivalent.

I understand if my application is successful, I will complete a medical clearance for Malawi Immigration purposes

All candidates accept that by signing their application form all or part of the information provided on this form may be used and processed by Phoenix School for recruitment and personnel administration.

I confirm the information given in this form is correct and understand that it will be used in the selection process. I also understand that misleading statements may be sufficient grounds for cancelling any agreements made.

Signature

Date

Please email your completed and signed application to admin@phoenix.mw



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