



DURHAM
INTERNATIONAL
SCHOOL

APPLICATION FOR A NON-TEACHING POST

Durham International School is fully committed to the principles of safer recruitment, ensuring that safeguarding and promoting the welfare of children is central to our recruitment process.

Please indicate for which post you are applying:

Personal Details

Title (Mr/Mrs/Miss/Ms/Other):

First Name(s):

Surname

Former Names (if applicable) :

ID Number / Passport Number

Address:

Telephone:

Email Address:

ACADEMIC QUALIFICATIONS

Please provide details of School Leaving Certificate and all post-school qualifications obtained

Name of school/college/university	Dates From & To (dd/mm/yy)	Examinations		
		Subject/s	Result	Date of Award

Professional/Other Qualifications

Qualification	Awarding Body/Institution	Date of Award

CURRENT EMPLOYMENT

Please give details below of your current employment.

Name and Address of Current Employer:

Key Responsibilities:

Start Date:

Notice Period:

Current Salary package:

Reason for Leaving:

EMPLOYMENT HISTORY

Please provide a full employment history since completion of Secondary Education, in reverse chronological order (Continue on a separate piece of paper if necessary).

Name and Address of Employer

Dates Employed:

Key Responsibilities:

Last Salary package:

Reason for Leaving:

Name and Address of Employer

Dates Employed:

Key Responsibilities:

Reason for Leaving:

Name and Address of Employer

Dates Employed:

Key Responsibilities:

Reason for Leaving:

GAPS IN EMPLOYMENT

If there are any gaps in your employment history of more than one month, eg looking after children, sabbatical year, please give details and dates.

PERSONAL STATEMENT

Please provide a statement below detailing what you feel you would bring to this post. Please include your experience, skills, personal qualities, training/education and how they meet the required criteria set out in the Person Specification.

PERSONAL INTERESTS AND HOBBIES

REFEREES

Please provide details of three referees: one must be your current employer. References will be taken up prior to interview.

NAME OF REFEREE 1

Company

Position Held

Company Address

Referee Tel Number

Referee Email:

NAME OF REFEREE 2

Company

Position Held

Company Address

Referee Tel Number

Referee Email:

NAME OF REFEREE 3

Company

Position Held

Company Address

Referee Tel Number

Referee Email:

I confirm Durham may contact the Referees above prior to interview ☐

Please do not contact my Referees prior to interview ☐

Health and Disability Details

Do you consider yourself to have a physical or other impairment which affects your ability to carry out normal day-to-day activities?

Yes

No

If yes, please give brief details of your disability and the adjustments the School would be required to make.

How many days have you taken off work through illness in the last 3 years?

Please give details of the above and any ongoing medical conditions or operations pending.

Are there any other underlying reasons why you would not be able to fulfil your professional responsibilities to the full?

Yes

No

If yes, please give details.

Criminal Records / Disclosure

As part of our commitment to child safeguarding and safer recruitment, and in line with UK standards as published in Keeping Children Safe in Education, your application will be subject to rigorous checking. This will include identity checks, UK Enhanced DBS checks with a barred list check. You are required to undergo a Police Clearance check by the Kenyan DCI and to provide a Police Clearance Certificate for each country you have worked in. Checks will be made of criminal records and prohibition order databases, and references will be verified for authenticity. UK nationals and candidates who have worked in the UK will require an ICPC as well as a current CID Certificate of Good Conduct. Kenyan nationals will require a current CID Certificate of Good Conduct.

It is a condition of your application that you answer all the questions below.

Have you been the subject of any child protection concerns, investigations or disciplinary action, either in your work or personal life?

Yes

No

Is there any reason why you are unsuitable to work with children?

Yes

No

If YES to either of the above two questions, please give details.

Have you been arrested or had any criminal convictions in any country? All convictions, cautions, reprimands and final warnings must be declared.

Yes

No

Is any court action pending against you?

Yes

No

If YES to either of the above two questions, please give full details (dates, offence, sentence, details of Court or Police involved)

Do you consider yourself to have a physical or other impairment which affects your ability to carry out normal day-to-day activities?	Yes	No
Date of last CRB/ICPC check (or equivalent)		
Do you authorise Durham International School to obtain any necessary information from the UK DBS or any other police or other checks in any relevant country?	Yes	No

Declaration please complete each box with a ✓ or X

	I confirm that all the information I have given on this application form is true and correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and fully answered, and that I possess all the qualifications that I claim to hold.
	I agree that the information provided in this Form may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently comes to the School's attention.
	I consent to the School and its consultants and advisers keeping, processing and using the information given in this Form, including any 'sensitive' information, as may be necessary during the recruitment and selection process and, if I am appointed, for employment and school administration purposes. I understand and agree that this includes transferring my personal data outside the UK/EU and into different data compliance regimes.
	I consent to the School making direct contact with my referees to verify references.
	I confirm that I am not named on the UK Children's Barred List or otherwise disqualified from working with children or any vulnerable groups, nor subject to any sanctions or conditions imposed on my employment by a regulatory or judicial body.
	I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.
	I agree to inform Durham International School within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
	I understand that providing false or misleading information in any way, or omitting relevant information, will result in my application being rejected or (if appointed) disciplinary action and dismissal. It may also constitute a criminal offence.

Name:

Date:

Please insert your name and date in the line above which will be regarded as your signed confirmation of the declaration above.

Please return this application form via email to Human Resources, hr@durhamkenya.com
If successfully shortlisted you will be asked to sign this form at the interview.

Date:

Signature: