



Please complete this form in full and return by e-mail together with a covering letter outlining your interest in joining Durham International School to hr@durhamkenya.com

Durham International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the job, including checks with past employers and a clean Certificate of Good Conduct from the Kenya CID. British nationals and persons who have worked in the UK at any time are also required to present a completed International Child Protection Certificate (ICPC).

Please indicate for which post you are applying:

Personal Details

Title

Surname:

First Name(s):

Former Surnames:

Nationality (ies):

UK DfE/QTS Number
(if applicable):

Kenyan TSC Number:

ID/Passport No:

Date of Birth:

Current Address:

Post Code:

Previous Address
(if less than 5 years at
your current address)

Post Code:

Email Address:

Telephone
Numbers:

Daytime:

Evening :

Mobile:

Education and Qualifications

Please provide details of school-leaving results and all qualifications obtained since leaving secondary education (e.g. Degree, PGCE, etc)

Secondary/Senior School Education

Secondary School
Attended

From
To

Final Qualification, subjects and grades obtained

Other achievements/interests at School:

Post-Secondary School Education

University/Institution
attended

From
To

Degree/Qualification obtained and grades:

Other achievements/interests at University:

Teaching Qualification

Qualification

Awarding University/Institution

Date of Award

Professional/Other Qualifications

Qualification

Awarding University/Institution

Date of Award

Training Courses Attended

(Please provide details of any training courses undertaken for professional development)

Name of Course

Training Provider

Date of
Completion

Employment History

Starting with your most recent employment, please give details of your employment history, self-employment and any periods of unemployment. The boxes expand to give you space to put in all your information. If you require additional boxes, you can copy and paste as required.

Current Employment

Name of Employer/School:

Position(s) held:

Address:

From
To

Current salary:

Please give a brief description of ages taught, your current duties, responsibilities and your achievements.

Notice period

Previous Employment

Name of Employer/School:

Position(s) held:

Address:

From
To

Salary:

Please give a brief description of ages taught, your duties, responsibilities and your achievements.

Reason for leaving

Previous Employment (continued)

Name of Employer/School:

Position(s) held:

Address:

From

To

Salary:

Please give a brief description of ages taught, your duties, responsibilities and your achievements.

Reason for leaving

Previous Employment (continued)

Name of Employer/School:

Position(s) held:

Address:

From

To

Salary:

Please give a brief description of ages taught, your duties, responsibilities and your achievements.

Reason for leaving

Please give dates and details if there are any periods in your education or employment history that are unaccounted for, whether for work, personal or family reasons:

Personal Statement

Please provide a statement below detailing what you feel you would bring to Durham highlighting your personal strengths, skills and experience.

Personal Interests And Hobbies.

Please tell us about your leisure interests, sports and hobbies, other pastimes, etc

Supporting Information

Please use the space below to provide any further information you feel would support your application

Professional References

Please provide details of three referees: one must be your current employer or, if you are not currently working, your most recent employer. Please indicate in the section below if you do not wish us to contact your referee prior to interview

Referee 1

Name:

Position:

Name of organisation:

Address:

Telephone:

Email:

In what capacity do you know the referee?

Referee 2

Name:

Position:

Name of organisation:

Address:

Telephone:

Email:

In what capacity do you know the referee?

Referee 3

Name:

Position:

Name of organisation:

Address:

Telephone:

Email:

In what capacity do you know the referee?

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 recruiting, 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, and the equivalent and/or police checks in Kenya and other countries. 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)		
Date of last CRB/ICPC check (or equivalent)		
Do you authorise us to obtain any necessary information from the UK DBS or any other police or other checks in any relevant country?	Yes	No

Declaration please tick each box

	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.

Data Protection: If your application is successful, Durham International School will retain this form together with any attachments and information we collect from other sources such as references, on your personnel file. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed.

Please save the completed Application Form and email it together with a covering letter outlining your interest in joining Durham (no more than 2 pages) to hr@durhamkenya.com

Thank you for your interest in Durham International School