



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

Surname:

First Name(s):

Former Name:

Former Surnames:

Telephone:

Email Address:

ID/Passport No:

Current Residence
Address:

Post Code:

Current Postal
Address:

Post Code:

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

Post Code:

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 of Current Employer:

Position Held:

Key Responsibilities:

Start Date:

Notice Period:

Current Salary package:

Reason for Leaving:

OTHER 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 of Employer

Position Held

Start Date

End Date

Key Responsibilities:

Salary package:

Reason for Leaving:

Name of Employer	
Position Held	
Start Date	End Date
Key Responsibilities:	
Salary package:	
Reason for Leaving:	

Name of Employer	
Position Held	
Start Date	End Date
Key Responsibilities:	
Salary package:	
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 (Current Employer)

Company

Position Held

Company Address

Referee Tel Number

Referee Official Email:

NAME OF REFEREE 2

Company

Position Held

Company Address

Referee Tel Number

Referee Official Email:

NAME OF REFEREE 3

Company

Position Held

Company Address

Referee Tel Number

Referee Official Email:

I consent to the School making direct contact with my referees to verify references ☐

I confirm Durham may contact the Referees above prior to interview ☐ Yes ☐ No

Please do not contact my Referees prior to interview ☐ Before ☐ After

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

Do you consider yourself to have a physical or other impairment

Which affects your ability to carry out normal day-to-day activities?

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

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, police check in Kenya. Checks will be made of NTSA records as well as a current 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

Have you been arrested or had any criminal convictions in any country?
All convictions, cautions, reprimands and final warnings must be declared.
Do you authorise us to obtain any necessary information from the the police or any other relevant institution?

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 have certificate of Good Conduct?

Yes

No

What is the date of your current Certificate of Good Conduct?

Declaration please tick each box (please read carefully)

	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 confirm that I am not named on any 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 with Children
	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.

I declare that the information given in this application form is correct to the best of my knowledge and I understand that any offer of employment is subject to (a) references which are satisfactory to the school (b) a satisfactory Certificate of Good Conduct (c) the entries on this form proving to be complete and accurate

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

Full Names

Signature:

Date:

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 return this application form via email to Human Resources, hr@durhamkenya.com

Thank you for your interest in Durham International School