



CONFIDENTIAL APPLICATION FORM – NON TEACHING VACANCIES

Please return this application form via email to Head of Human Resources | jobs@saints.mw

1. POST DETAILS

Post title applied for : Click here	Saint Andrew's International High School
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2. PERSONAL DETAILS

Surname / Family Name: Click here	First Name(s): Click here
Preferred Title: (Mr/Mrs/Miss/Ms/other) Click here	Will you need a visa to work in Malawi? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know Click here to enter text.

Permanent Private Address:
[Click here to enter text.](#)

Private Bag or Postcode:
[Click here to enter text.](#)

Telephone (Day):
[Click here to enter text.](#)

Telephone (Evening):
[Click here to enter text.](#)

Skype ID:
[Click here to enter text.](#)

E-Mail:
[Click here to enter text.](#)

Do you speak any other languages? If so which and to what level?

[Click here to enter text.](#)



3. PRESENT EMPLOYMENT

Present Post (Title): Click here	Full/ Part time/ Job Share: Click here to enter text.	Date Appointed: Click here to enter text.
Current Salary Point: Click here to enter text.	Current Salary: Click here to enter text.	Allowances: Click here to enter text.
Name and address of School: Click here to enter text.		
Postcode: Click here to enter text.	Telephone: Click here to enter text.	
Type of school: Click here to enter text.	Age Range: Click here to enter text.	
Number on Roll: Click here to enter text.	Age Range Taught: Click here to enter text.	
Reason for leaving (if no longer employed); Click here to enter text.		

4. EDUCATION

Name of institution	Dates		Qualifications including membership of any relevant professional association
	From	To	
Secondary school, further education college: Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Higher education: Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Further Post graduate study: Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

5. PROFESSIONAL DEVELOPMENT COURSES ATTENDED WITHIN THE LAST FIVE YEARS

Title (e.g. CPML, NPQ)	Organising Body	Duration	
		From	To
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Please provide your professional registration number and send in a Photocopy of your certificate



6. PREVIOUS EMPLOYMENT HISTORY

(Please enter most recent first. If you have had any breaks in employment since leaving school/college, please give details of these periods and your activities during these times (e.g. unemployment, raising a family, voluntary work, training and so on)

Employer's name and address and school name if applicable	Job title (and responsibility point if applicable)	Exact dates employed (i.e. 01.09.19 to 30.04.19)		Reason for leaving
		From	To	
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.



7. SUPPORTING STATEMENT

You must use this section to tell us how your knowledge, skills and experiences match the requirements of the job set out in the person specification.

[Click here to enter text.](#)

(Please expand this section, if necessary, by not more than 2 sides of A4 and font no smaller than 11).

8. ADDITIONAL INFORMATION

Are you related to a member of the Governing body or staff at St. Andrew's International High School?

If yes state the name and relationship.

[Click here to enter text.](#)



9. DISCLOSURE OF CRIMINAL BACKGROUND

Because of the nature of the work for which you are applying, you are required to disclose any criminal convictions, cautions or bind-overs which you have incurred, including any that would be regarded as 'spent'. If you are offered employment an Enhanced Disclosure will be sought from the Criminal Records Bureau before the appointment is confirmed. This will provide details of any criminal convictions, cautions, reprimands and final warnings, and any other information that may have a bearing on your suitability for the post.

Disclosure of a criminal background will not necessarily exclude you from employment – this will depend upon the nature of the offence(s), frequency and when they occurred. Failure to declare a conviction, caution or bind-over may disqualify you from an appointment, or result in summary dismissal if the discrepancy comes to light.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the Police of a criminal offence? **YES** **NO** [Click here to enter text.](#)

If **YES**, please give brief details of the offence, including the date of the conviction.

[Click here to enter text.](#)

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? **YES** **NO** [Click here to enter text.](#)

If your answer is **YES**, you should provide brief details on a separate sheet, marked confidential. The information you will provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

Do you have any criminal charges or summonses pending against you? **YES** **NO**

If **YES**, please give details.

[Click here to enter text.](#)

NB: Prior to employment Saint Andrew's High School will check your details provided in this application against the list of those barred from working with children.

Once an offer has been made we will then request an enhanced DBS check or the equivalent police check from each country you have worked in.



10. REFERENCES

(One of these should be your present employer)

Please note if you are currently working with children, one reference must be obtained from the employer relating to children. Once received, references will be reviewed. If there are any queries about the quality of the reference we will discuss with you.

NB: St. Andrew's International High School requires two references prior to employment commencing.

If you are selected for interview we will take up references. One referee should be a senior person in your present employment (or most recent employment or training provider) who has knowledge of your work. If an employer's reference cannot be provided due to longevity with a previous employer or employment history etc. a suitable alternative shall be agreed.

Name: Click here to enter text.	Name: Click here to enter text.
Address: Click here to enter text.	Address: Click here to enter text.
Post code: Click here to enter text.	Post code: Click here to enter text.
Tel Number: Click here to enter text.	Tel Number: Click here to enter text.
Position in organisation: Click here to enter text.	Position in organisation: Click here to enter text.
Email: Click here to enter text.	Email: Click here to enter text.
Relationship to you: Click here to enter text.	Relationship to you: Click here to enter text.
How long have they known you? Click here to enter text.	How long have they known you? Click here to enter text.

Please advise we will contact your referees prior to interview:

YES NO Click here to enter text.

11. DECLARATION

- I understand that an offer of appointment will be subject to satisfactory references, DBS clearance or equivalent police check, proof of identity and qualifications, medical clearance.
- I understand that providing false or misleading information will disqualify me from appointment or if appointed will render me liable to summary dismissal.
- I declare that the information I have given is, to the best of my knowledge, true and complete.

Signed: Click here to enter text.	Date: Click here to enter text.
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(Please note if you are applying on the web you will be required to sign this declaration at interview)

Please return this form via email to Head of Human Resources - mkaitano@saints.mw

Thank you for applying for this post.

Saint Andrew's International High School is committed to safeguarding and promoting the welfare of children. Safe recruitment of staff is central to this commitment. We will ensure that our recruitment policies and practices are robust, and that our selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All adults who work with or on behalf of children and young people in these organisations must be competent, confident and safe to do so.

