



CONFIDENTIAL APPLICATION FORM - TEACHING VACANCIES

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

1. POST DETAILS

Post title applied for:

Saint Andrew's International High School

2. PERSONAL DETAILS

Surname / Family Name:

First Name(s):

Preferred Title:
(Mr/Mrs/Miss/Ms/other)

Will you need a visa to work in Malawi?

Yes / No Don't know

QTS certificate number:

Date QTS Awarded:

Have you successfully completed a period of induction as a qualified teacher in Malawi / UK / or your own country?

Yes / No if yes, date of completion:

Permanent Private Address:

Private Bag or Postcode:

Telephone (Day):

Telephone (Evening):

Zoom ID:

E-Mail:

Do you speak any other languages? If so which and to what level? YES NO

Dependants: Specify No. of Dependants if any:

3. PRESENT EMPLOYMENT

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

4. EDUCATION

Name of institution	Dates		Qualifications including membership of any relevant professional association
	From	To	
Secondary school, further education college:			
Higher education:			
Further Post graduate study			
For what age range were you	Main teaching subjects offered:		Additional subjects offered:

--	--	--

5. PROFESSIONAL DEVELOPMENT COURSES ATTENDED WITHIN THE LAST FIVE YEARS

Title (e.g. CPML, NPQ)	Organising Body	Duration	
		From	To

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	

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.

(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:

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**

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

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**

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.

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

Please advise we will contact your referees prior to interview
YES **NO**



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:

Date:

(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 Human Resources Officer - jobs@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.

12. MONITORING INFORMATION

In order to monitor the effectiveness of our Equal Opportunities Policy, you are required to complete Section A. Completion of Section B is voluntary, however completion will ensure all staff are treated fairly and equally.

Appointment of (Name):

Monitoring Ethnic Origin

Please indicate your ethnic origin by ticking one of the five broad divisions shown below:

White <input type="checkbox"/> British <input type="checkbox"/> Irish Any other White background (please specify below)	Black or Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean Any other Black background (please specify below)
Asian or Asian British <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani Any other Asian background (please specify below)	Dual or Multiple Heritage <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean Any other dual or multiple heritage (please specify below)
Chinese or Other Ethnic group Chinese <input type="checkbox"/> Any other ethnic background (please specify below)	Do not wish to declare <input type="checkbox"/>

Monitoring Disability

Do you consider yourself to have a disability as defined* in the UK Disability Discrimination Act 1995. The Act defines disability as: "a physical or mental impairment which has substantial and long-term effect on a person's ability to carry out normal day to day activities".

Yes / NO Do not wish to declare

Monitoring Gender

Please tick one box

Female Male Do not wish to declare

Monitoring Media
(for response monitoring purposes only)

Name of media or how you knew about this job

SECTION B

To which one of the following age groups do you belong?

Under 20 20-29 30-39 40-49

50-59 60 and over