



CONFIDENTIAL APPLICATION FORM: NON TEACHING VACANCIES

Please return this application form via email to the **Human Resources Manager**: jobs@saints.mw

Post Details

Post Applied For:	
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Personal Details

Surname/ Family Name:					
First Names:					
Preferred Title (Mr/Mrs/Ms/Dr/Prof etc.):			Date Of Birth (DD/MM/YY):		
Will you need a visa to work in Malawi?	Yes		No		
Do you speak any other languages?	Yes		No		
If yes, please specify language(s) and level of fluency					

Contact Details

Permanent Private Address:					
Private Bag or Post Code:					
Telephone Number (Day):			Telephone Number (Night):		
Email Address:			Zoom ID:		

Professional Development

Provide details of any Professional Development courses you have attended within last five years.

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



Please also provide your professional registration number and send in a photocopy of your certificate.		

Current Employment

Present Post (Title):			
Full/Part Time/Job Share:			
Date Appointed:			
Current Salary Point:		Current Salary:	
Allowances:			
Name and Address of School:			
Postcode:		Telephone Number:	
Type of School:		Age Range:	
Number on Roll:		Age Range Taught:	
Reason For Leaving (If No Longer Employed):			

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 of Employment		Reason(s) for Leaving:
		From:	To:	

Employer's Name and Address (and school name if applicable):	Job Title (and responsibility point if applicable):	Exact Dates of Employment		Reason(s) for Leaving:
		From:	To:	

Education

Name Of Institution	Dates Attended		Qualifications (Including membership of any relevant professional association):
	From:	To:	

Supporting Statement

Please attach a supporting statement to your application that is no more than 2 sides of A4 and has a font no smaller than 11pt.

References

One of these should be your current 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 the headteacher 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.

REFERENCE #1			
Name:			
Organisation:			
Position in Organisation:			
Relationship To You:			
How long have they known you for?			
Telephone:		Email:	
Physical Address:			
Post Code:			

REFERENCE #2			
Name:			
Organisation:			
Position in Organisation:			
Relationship To You:			
How long have they known you for?			
Telephone:		Email:	
Physical Address:			
Post Code:			

REFERENCE #3			
Name:			
Organisation:			
Position in Organisation:			
Relationship To You:			
How long have they known you for?			
Telephone:		Email:	
Physical Address:			
Post Code:			



Please be advised that we will contact your referees prior to interview.

Additional Information

Are you related to a member of the Governing body or staff at St. Andrew's International High School?	Yes		No	
If yes state the name and relationship.				

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	
<i>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.</i>				
Do you have any criminal charges or summonses pending against you?	Yes		No	
If YES, please give details below				

Monitoring Information

SECTION A

MONITORING ETHNICITY/ETHNIC ORIGIN:

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

White:

British

Irish

Any other White background (please specify below)

Black or Black British:

African

Caribbean

Any other Black background (please specify below)

Asian or Asian British:

Bangladeshi

Indian

Pakistani

Any other Asian background (please specify below)

Dual or Multiple Heritage:

White and Asian

White and Black African

White and Black Caribbean

Any other Dual or Multiple heritage (please specify below)

Chinese or Other Ethnic Group:

Chinese

Other Ethnic Group (please specify below)

Do not wish to declare

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

Do not wish to declare

MONITORING GENDER:

Male

Female

MONITORING MEDIA

On what media did you find out about this job?

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 your interview).

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.