



EMPLOYMENT APPLICATION FORM

POSITION APPLIED FOR:

PERSONAL DETAILS:

NAME:
ADDRESS:
DATE OF BIRTH:
NATIONALITY:

CONTACT DETAILS:

EMAIL ADDRESS:
TELEPHONE NUMBERS:
SKYPE:

QUALIFICATIONS: (Please include any relevant skills, courses or training undertaken)

EMPLOYMENT HISTORY: (Please provide a brief list of the roles undertaken with dates of employment)

CRIMINAL RECORDS: (Please disclose any previous, current or pending criminal records)

You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service where relevant. Failure to declare any convictions may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

DOCUMENTATION:

- Please provide a current Curriculum Vitae as an attachment to this form. This to include referees from your two most recent employers.
- Please provide a short covering letter, addressed to the Headmaster, as to why you are applying for this role.

SAFER RECRUITMENT:

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments within the School are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Safer Recruitment Policy and Safeguarding and Child Protection Policy is available from the School's website. Please take the time to read them, you may be questioned on your response to them in your interviews.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

Please return this completed form to hr@pembrokehouse.sc.ke