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**PEPONI SCHOOLS**

**Application for**

**Marketing Coordinator**

**Post**

* All applications will be treated in strict confidence.
* Please complete this form as fully as possible. The boxes expand so you can type as much or as little as you like into each section.
* **Application should be made by completing this form and sending it to** [**HR@peponihouse.sc.ke**](mailto:HR@peponihouse.sc.ke)**.**

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| *Peponi School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*  The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Safer Recruitment Policy. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. In order to be considered for a position at the School, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form. Please note that the School may carry out online searches on shortlisted applicants (see the School's Safer Recruitment Policy for further information).  Any offer of employment made following this application is subject to completion of all pre-employment checks including proof of your eligibility to work in Kenya, our receipt of at least two satisfactory references, a Kenyan Police Clearance Certificate or an International Child Protection Certificate and return of a medical questionnaire.  Please ensure that you complete all sections of the application form. Please note that providing false information or omitting information will result in the application being rejected, or withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the police. Checks may be carried out to verify the contents of your application form.  **Personal Details We will contact you with appropriate discretion** | | | | |
| Title: | Surname: | Forenames: | | Previous Name(s): |
| Address:  Postcode: | | | | |
| Previous Address(es): (if less than five years at your current address)  Postcode: | | | | |
| **Confidential e-mail address we can use:** | | | | |
| **Telephone Numbers**  Daytime:  Evening:  Mobile: | | | Date of birth: | |
| Nationality: | |
| Passport / ID no: | |
| If you know, or are related to, any current employee or pupil, please give details: | | | | |

**DETAILS OF ONLINE PROFILE**

Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

The School uses a third-party provider to conduct online searches of social media platforms on its behalf.

You (and all other candidates) are therefore required to provide the following information as part of your application:

• any websites you are involved with, in or featured on or named on; and

• any other publicly available online information about you of which the School should be made aware.

If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form and the following information which you will be asked to provide directly to the third-party provider:

• the social media platforms on which you have accounts; and

• the account names/handles for all of your social media accounts, including any under a nickname or pseudonym.

If we carry out a search, we will also search more widely for any other online information about you.

You are not required to provide account passwords or to grant the school access to private social media accounts.

If you are not shortlisted for the role, online searches will not be carried out on you.

**Prohibition from teaching, prohibition from management and disqualification from providing childcare**

The School is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so. For these purposes 'teaching work' includes:

• planning and preparing lessons and courses for pupils;

• delivering lessons to pupils; assessing the development, progress and attainment of pupils; and

• reporting on the development, progress and attainment of pupils.

The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Head.

The School is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at the School:

• Head Teacher;

• Deputy Head Teacher;

• Heads of Section (including Heads of Schools);

• teaching posts on the senior leadership team;

• teaching posts which carry a departmental head role;

• professional support staff posts on the senior leadership team.

The School is also not permitted to employ anyone to work in a position which involves the provision of 'childcare' if they are disqualified from providing 'childcare'. For these purposes 'childcare' includes:

• all supervised activities before, during and after the school day for children in our early years provision i.e. for a child up to 1 September following their 5th birthday; and

• provision for children who are not in our early years provision and who are under the age of 8, which takes place on the school premises before or after the school day.

Work as a cleaner, driver, transport escort, member of the catering staff or member of the office staff is not considered 'childcare' for these purposes.

The declaration section of this Form therefore asks you to confirm whether you are prohibited from carrying out 'teaching work', prohibited from being involved in the management of an independent school and / or disqualified from providing 'childcare'. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work, is a relevant management role or involves the provision of 'childcare' please contact [HR@peponihouse.sc.ke](file:///C:\Users\k.kibuko\Downloads\HR@peponihouse.sc.ke)

The School will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and / or prohibited from involvement in the management of an independent school. Successful applicants for 'childcare' roles will be required to complete a childcare disqualification self-declaration form.

**Education and Qualifications**

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|  | | |  | | | | |
| Dates (mm/yyyy) | | | Senior School / College | | Qualifications, grades, and dates | | |
| From | To | |
|  |  | |  | |  | | |
| Other achievements / interests at school | | | | | | | |
| Dates (mm/yyyy) | | | University or Higher Education | | | Qualifications, grades, date awards made and awarding body; include main subjects studied if not obvious | |
| From | To | |
|  |  | |  | | |  | |
| Other achievements / interests at university: | | | | | | | |
|  | |  | | | | | |
| Other professional or vocational qualifications, and relevant courses / training attended: | | | | | | | |
| Institution or provider | | | | Qualifications obtained and grade/level, or course / training details | | | Date |
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**Employment History**

Please supply a full history of all employment, self-employment and any periods of unemployment since leaving secondary education. Please include details of any voluntary work.

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| **Current/Last Employment** | | | | | |
| Employer: | | | | | |
| Position(s) held: | | | | | |
| Address: | | | Employed from:  Employed to: | | |
| Salary and allowances: | | | Any benefits, e.g. accommodation: | | |
| Please give a brief description of current duties, responsibilities and your achievements: | | | | | |
| Notice period | | | | | |
| **Previous Employment** | | | | | |
| Employer: | | | | | |
| Position(s) held: | | | | | |
| Address: | | | Employed from:  Employed to: | | |
| Salary and allowances: | | | Any benefits, e.g. accommodation: | | |
| Please give a brief description of your duties, responsibilities and your achievements: | | | | | |
| Reason for leaving: | | | | | |
| **Earlier Employment (if applicable)** | | | | | |
| From / to  (mm/yyyy) | Name/address/phone number of employer | Job title and  brief description of duties | | Salary per annum | Reason for leaving |
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| **Please give dates and details if there are any periods in your education or employment history that are unaccounted for, whether for work, personal or family reasons** | | | | | |
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**Personal Statement**

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| Why would you like to become a Marketing Coordinator at Peponi School? Using the job description, please demonstrate your suitability, with evidence. |
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**What have you most enjoyed about your career to date?**

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**How might you help Peponi School achieve its goal of being, “The best school in sub-Saharan Africa.”?**

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**Life outside work:**

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| Please tell us about your leisure interests, sports and hobbies, other pastimes etc. |

**Additional Comments**

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| This space can be used for any further comments or for any additional information that you feel may be helpful to us. |

**Health and disability details:**

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| Do you consider yourself to be disabled under the terms of The Persons with Disabilities Act? | **Yes** | **No** |
| If **Yes**, please give brief details of your disability and the adjustments we would be required to make. | | |

**Professional References**

* Please provide two **professional** referees. One of them **must** be your current or most recent employer. Among other things, referees will be asked about disciplinary offences relating to children and/or child protection concerns you may have been subject to.
* References cannot be accepted from relatives, or from referees writing solely in the capacity of friends.
* We will only contact your referees if you are short-listed for this post.
* We reserve the right to take up additional references with any previous employer.

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| **Referee 1** |
| Name  Position:  Name of organisation:  Address  Telephone  Email:  In what capacity do you know the referee? |
| **Referee 2**  Name:  Position:  Name of organisation:  Address:  Telephone:  Email:  In what capacity do you know the referee? |

**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, as applicable. This will include identity checks, UK Enhanced DBS checks with a barred list check, and the equivalent and/or police checks in other countries. Checks will be made of criminal records and prohibition order databases, and references will be verified for authenticity. UK nationals and candidates who have worked in the UK will require an ICPC. Kenyan staff will require a current CID certificate of good conduct.

We will also check your qualifications and your eligibility to work in Kenya.

Please read our Safer Recruitment Policy for further information.

**All\* convictions, cautions, reprimands and final warnings must be declared.**

It is a condition of your application that you answer the questions below.

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| 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** |
| *If YES to any of the above questions, please give details* | | |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence in any country? \**At this stage, you are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the DBS filtering rules.* | **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 authorise us to obtain any necessary information from the UK DBS or any other police or other checks in any relevant country? | **Yes** | **No** |

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| **Declaration *(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 consent to the School and its consultants and advisers keeping, processing and using the information given on 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 understand and agree that this includes transferring my personal data outside the UK/EU and into different data compliance regimes. * I consent to the School making direct contact with my referees to verify references. * I confirm that I am not named on the UK 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 I am not subject to a direction under section 142 of the UK Education Act 2002 or section 128 of the UK Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school. * I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight. * 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.   Name: Date:  **As we are asking for e-mail applications, inserting your name in the line above will be regarded as a signature and confirmation of the declaration above. Those invited to interview will be asked to physically sign a copy in the space below.**  Signature:  **Thank you.** *Please save the completed form and e-mail it to HR@peponihouse.sc.ke.*  *If your application is successful, Peponi School will retain 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.*  How we use your information. We will use the information which you have provided on this form, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) to assess your suitability for the role for which you have applied, to assess your suitability to work with children, and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children and young people). If appointed, your data will also be used for employment and school administration purposes.  ***Peponi School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*** |