****

**Peponi House**

**Preparatory School**

**Application for the Headship**

* 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.
* Our advising consultant, Simon Shneerson, is very happy to answer any questions you may have. He can be contacted on +44 (0)7986 100237, between 8am and 10pm UK time, seven days a week.
* The completed form should be returned by e-mail to [info@simonshneerson.com](mailto:info@simonshneerson.com) and the closing date for applications is 11 am on Tuesday 22nd October.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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: | | | |
| UK DfE number (if applicable) | | | | | UK NI number (if applicable): | | | |
| Do you hold UK QTS Status? | | Yes | | No | Do you hold a full current driving licence? | | Yes | No |
| If you know, or are related to, any current employee or pupil, please give details: | | | | | | | | |

**Education and Qualifications**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  | | | | |
| 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 / CPD attended | | | | | | | |
| Institution or provider | | | | Qualifications obtained and grade/level, or course / training details | | | Date |
|  | | | |  | | |  |

**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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Current / last employment** | | | | | |
| School: | | | | | |
| Position(s) held: | | | | | |
| Address: | | | Employed from:  Employed to: | | |
| Salary and allowances: | | | Any benefits, eg accommodation: | | |
| Please give a brief description of current duties, responsibilities and your achievements. | | | | | |
| Notice period | | | | | |
| **Previous employment** | | | | | |
| School: | | | | | |
| Position(s) held: | | | | | |
| Address: | | | Employed from:  Employed to: | | |
| Salary and allowances: | | | Any benefits, eg accommodation: | | |
| Please give a brief description of your duties, responsibilities and your achievements | | | | | |
| Reason for leaving | | | | | |
| **Earlier employment** | | | | | |
| From / to  (mm/yyyy) | Name/address/phone number of employer | Job title and  brief description of duties | | Salary per annum | Reason for leaving |
|  |  |  | |  |  |
| **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** | | | | | |
|  | | | | | |

**Personal Statement**

|  |
| --- |
| Why would you like to become the next Head of Peponi House? Using the job description and person specification, please demonstrate your suitability, with evidence. |
|  |

**What have you most enjoyed about your career to date?**

|  |
| --- |
|  |
|  |

**How would you define “an outstanding prep school education that would make Peponi the best prep school in sub-Saharan Africa”?**

|  |
| --- |
|  |
|  |

**Your life outside work**

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

**Additional comments**

|  |
| --- |
|  |
| This space can be used for any further comments or for any additional information that you feel may be helpful to us. If you have a partner and they may be interested in a role of their own at Peponi, please explain this here. We would also be interested to read how you think your family (if any) might adapt to and enjoy living and studying in Kenya. |

**Health and disability details**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself to be disabled under the terms of the UK’s Disability Discrimination Act? | **Yes** | **No** |
| If **Yes**, please give brief details of your disability and the adjustments we would be required to make. | | |
| Are you fit to teach and for the role of Head? | **Yes** | **No** |
| If **No** please provide details | | |

**Professional References**

* Please provide three **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.

|  |  |  |
| --- | --- | --- |
| **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? | | |
| **Referee 3** | | |
| 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. 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. | | |
| 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** |

|  |
| --- |
| **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* [*info@simonshneerson.com*](mailto:info@simonshneerson.com)*.*

*If your application is successful, Peponi House 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 House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***

© 2019 09.2019