



APPLICATION FORM

Position Applied for	
Where did you see the post advertised	

Section 1 - Personal Details

First Names			
Surname/Family Name		Former Names	
Title		Date of Birth *	
Address include postcode			
Telephone		NRB ID No	
Email Address			
Are you currently eligible for employment in the Malawi?	Yes ☐ No ☐	If no, please provide details:	
Do you have Qualified Teacher status?	Yes ☐ No ☐	QTS/TRN Number	
Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of the School? If so, please provide details			

** In line with the Safeguarding Children Guidance from Department for Children, Schools and Families we ask for your date of birth to ensure we can account for any gaps in employment.*

Section 2 - Education & Professional Qualifications (Please start with the most recent)

Include in this section all the relevant qualifications. Please also indicate subjects currently being studied.			
Subject/Qualification	Place of Study	Grade/result	Year

Section 3 – Other qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that have received which you consider to be relevant to the role for which you have applied (i.e Drivers Licence or First Aid Training)			
Qualification	Awarding Body	Result	Expiry Date (if applicable)

Section 4 – Employment History

Please record below the details of your current or most recent employer

Employer Name			
Address			
Job Title			
Start Date		End Date (if applicable)	
Salary	£	Notice Period	
Brief description of your duties and responsibilities			

Reason for seeking other employment

Section 5 – Previous Employment and/or activities since leaving Secondary Education

Please record below the details of your previous employment beginning with the most recent first. Please explain any gaps in employment in the 'Supporting Information' section below. Please add additional employers/information on a separate sheet.

Previous Employer 1

Employer Name			
Address			
Job Title			
From Date		To Date	
Description of your duties and responsibilities and salary upon leaving			
Reason for Leaving			

Previous Employer 2

Employer Name			
Address			
Job Title			
From Date		To Date	

Description of your duties and responsibilities and salary upon leaving
Reason for Leaving

Previous Employer 3

Employer Name			
Address			
Job Title			
From Date		To Date	
Description of your duties and responsibilities and salary upon leaving			
Reason for Leaving			

Previous Employer 4

Employer Name			
Address			
Job Title			
From Date		To Date	
Description of your duties and responsibilities and salary upon leaving			

Reason for Leaving

Previous Employer 5

Employer Name			
Address			
Job Title			
From Date		To Date	
Description of your duties and responsibilities and salary upon leaving			
Reason for Leaving			

Section 6- Gaps in your employment

If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates

From Date	To Date	Reason

Section 7 – Interests

Please give details of any interests, hobbies or skills that you could bring to Kamuzu Academy for the purpose of extracurricular activities

Section 8 – Suitability

In this section please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post.

(Please continue on a separate sheet if necessary).

Section 9 – References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer, the Head/CEO of the organisation. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. Kamuzu Academy intends to take up references from all shortlisted candidates before interview. Kamuzu Academy reserves the right to take up references from any previous employer.

Referee 1	Referee 2
Name:	Name:
Organization	Organization:
Address:	Address:
Occupation:	Occupation:
Telephone Number:	Telephone Number:
Email address:	Email address:
May we contact prior to interview?	May we contact prior to interview?
Yes ☐ No ☐	Yes ☐ No ☐

Section 10 – Criminal Records

An offer of employment is conditional upon the Academy receiving an International Child Protection Certificates (ICPC) which the Academy considers to be satisfactory. It is unlawful for the Academy to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the Academy. If you are successful in your application, you will be required to complete a an ICPC. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the ICPC.

If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the Academy's objective assessment procedure set out in the Academy's recruitment, selection and disclosure policy and procedure.

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 whether in Malawi or in another country?	Yes ☐ No ☐
Is there any relevant court action pending against you?	Yes ☐ No ☐

If answering 'YES' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "CONFIDENTIAL" with your Application Form

Section 11 – Sanctions, Restrictions and Prohibitions

Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the Malawi Teachers Council and Leadership or any equivalent body in Malawi or a regulator of the teaching profession in any other country?	Yes ☐	No ☐
Have you ever been subject to an investigation against you?	Yes ☐	No ☐
Have you ever been subjected to a disciplinary Hearing?	Yes ☐	No ☐

If answering "Yes" to any of the questions in Section 10 or 11 please provide details on a separate sheet and send this in a sealed envelope marked "CONFIDENTIAL" with your application form.

Section 12 – Recruitment

It is Kamuzu Academy'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, marital status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

The Academy 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 Academy's recruitment policy and child protection policy is available for download from the Academy's website. Please take time to read them.

If your application is successful, the Academy 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.

Section 13 – Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.

- I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body, whether in Malawi or any other country.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the Academy processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to Kamuzu Academy making direct contact with the people specified as my referees to verify the reference.
- 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.

Signature: Date:

Where this form is submitted electronically and without signature, electronic receipt of this form by Kamuzu Academy will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 13.

All information received will be treated with the strictest confidence.

Age

16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐ 45-49 ☐
 50-54 ☐ 55-59 ☐ 60-64 ☐ 65+ ☐

What is your religion or belief?

Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh ☐

No religion or belief ☐ Prefer not to say ☐

If other religion or belief, please write in:

Do you consider yourself to have a disability or health condition?

Yes ☐ No ☐ Prefer not to say ☐

Do you wish us to arrange for any of the following to be available, if you are called to interview?

Accessible car parking Yes ☐ No ☐

Assistance in and out of vehicle Yes ☐ No ☐

Wheelchair access Yes ☐ No ☐

Accessible Toilet/Facilities Yes ☐ No ☐

Someone with you at interview Yes ☐ No ☐

Sign Language Interpreter Yes ☐ No ☐

Induction Loop (or other hearing enhancement) Yes ☐ No ☐

PC/Keyboard for written tests Yes ☐ No ☐