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| **Fairfield High School for Girls**  **Outstanding Progress for All** | | School Logo |
| **APPLICATION FORM** | | |
| Thank you for the interest you have shown in working for us. Please ensure you read the form carefully, completing all sections and any additional requested additional information. Your completed application and supplementary information should be submitted to [**admin@fairfieldhighschool.co.uk**](mailto:admin@fairfieldhighschool.co.uk) by the time/date specified as the closing date on the job advert. All applications will be treated in the strictest confidence.  Fairfield High School for Girls is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.  **Decision to shortlist:** Your application form is an important part of the recruitment process. The decision whether or not to shortlist you for interview will be based on the information you provide on your application form; we do not take into account any previous applications or prior knowledge of you. Before you start to complete the application form please read the Job Description and Person Specification carefully. These detail the knowledge, experience, skills and abilities needed. You should address how you meet these in your personal statement.  **Disabled candidates:** Your application form will be judged solely on its merits. Where possible, adjustments will be made to ensure a person with a disability or impairment is able to carry out the role.  **Recruitment monitoring form:** We positively welcome applications regardless of age, gender, cultural and ethnic origin, religion, disability, gender and sexuality. To help monitor the effectiveness of our recruitment practices, to assess whether we are meeting the Public Sector Equality Duty and whether we are complying with relevant legislation, please complete the enclosed equality form and return it with your application. It is used for statistical purposes only.  **Application feedback:** If you do not hear from us within two weeks of the closing date, please assume that you have not been shortlisted to attend an interview. | | |
| **DATA PROTECTION NOTICE** | | |
| Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:   * You have given us your consent. * We must process it to comply with our legal obligations.   You can find more information on how we use your personal data in our Privacy Notice for Job Applicants.  This can be found at [www.fairfieldhighschool.co.uk](http://www.fairfieldhighschool.co.uk) | | |
| **VACANCY INFORMATION (TO BE COMPLETED BY THE APPLICANT)** | | |
| **Application for the post of:** |  | |
| **Where did you first hear about this job?:** |  | |
| **Closing Date:** |  | |

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| **PERSONAL DETAILS** | | | | | | |
| **Forename:** |  | | | | | |
| **Surname:** |  | | | | | |
| **Preferred Title:** |  | | | | | |
| **Previous Surname(s):** |  | | | | | |
| **National Insurance Number:** |  | | | | | |
| **Teacher Number:**  **(if applicable)** |  | | | | | |
| **Date QTS achieved:**  **(if applicable)** |  | | | | | |
| **CONTACT INFORMATION** | | | | | | |
| **Address:** |  | | | | | |
| **Postcode:** |  | | | | | |
| **Home Phone:** |  | | | | | |
| **Mobile Phone:** |  | | | | | |
| **Email Address:** |  | | | | | |
| **DISCLOSURE AND BARRING AND RECRUITMENT PRE-EMPLOYMENT CHECKS** | | | | | | |
| **DBS Number:** |  | | | | | |
| **DBS Check Date:** |  | | | | | |
| **Have you ever lived or worked outside of the UK for more than 3 months in the last 5 years?:** | |  | | | | |
| **Have you ever been dismissed from employment for any other reason than redundancy?:** | | | **YES** |  | **NO** |  |
| **If yes, on what grounds and date?:** |  | | | | | |
| **Have you ever been the subject of any child protection concern either in your work or personal life, or disciplinary action, including any of which is time expired?:** | | | **YES** |  | **NO** |  |
| **If yes, please provide details, including dates:** |  | | | | | |
| **The role you’ve applied for is ‘regulated activity’ and is eligible for a barred list check.**  **Are you barred frm working in regulated activity with children (i.e. are you included on the Disclosure and Barring Service Children’s Barred List)?** | | | **YES** |  | **NO** |  |
| **Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?** | | | **YES** |  | **NO** |  |
| **Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England or Wales) Order 2020?** | | | **YES** |  | **NO** |  |
| **Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK** | | | **YES** |  | **NO** |  |

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| **Do the police or children’s social care have your name and/or information on file for any reason** | | **YES** |  | **NO** |  |
| **Management Positions Only:**  **Are you subject to a section 128 direction?** | | **YES** |  | **NO** |  |
| **If you answered ‘yes’ to any of the questions above, please provide further information below:** | | | | | |
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| **DECLARATION, SIGN AND DATE**  **Providing false information is an offence and could result in your application being rejected or summary dismissal if selected, as well as possible referral to the police** | | | | | |
| I declare that the information I have included in this application form is true and accurate to the best of my knowledge. | | | | | |
| **Name (please print):** |  | | | | |
| **Sign:** |  | | | | |
| **Date:** |  | | | | |

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| **EDUCATION AND QUALIFICATIONS GAINED (INCLUDING GRADES)**  **Please provide details of your education from secondary school onwards. Applicants are required to produce evidence of qualifications.** | | | | | | |
| **Dates attended (month & year)** | | **Name and location of school/college/university** | | | **Qualifications gained**  **(including grades)** | |
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| **TRAINING AND PROFESSIONAL DEVELOPMENT**  **Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application** | | | | | | |
| **Course dates** | **Length of course** | | **Course title** | **Qualification obtained** | | **Course provider** |
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| **EMPLOYMENT HISTORY**  **Please provide details of your current/most recent employment here. For teaching staff roles, please ensure you complete all sections below** | | | | | |
| **Current/most recent job title:** | |  | | | |
| **Employer details:** | |  | | | |
| **Start date:** | |  | | | |
| **Leaving date OR if still employed please specify notice period:** | |  | | | |
| **Reason for leaving:** | |  | | | |
| **Full-time, part-time or job share: (if part-time please provide details)** | |  | | | |
| **Permanent or temporary:** | |  | | | |
| **Salary information: (please include scale point, actual salary plus details of any allowances, e.g. TLR)** | |  | | | |
| **Contract type:** | | Permanent / Fixed Term / Secondment / Other (please specify): | | | |
| **Description of responsibilities:** | |  | | | |
| **FOR TEACHING ROLES ONLY** | | | | | |
| **Age range of classes:** | |  | | | |
| **Pupils on roll:** | |  | | | |
| **PREVIOUS EMPLOYMENT**  **Please provide details of all previous employment. List the most recent employer first.**  **If you have any gaps in your employment history, please list those below too.** | | | | | |
| **Job Title** | **Name & address of employer** | | **Dates employed** | **Description of responsibilities** | **Reason for leaving** |
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| **PERSONAL STATEMENT**  **Please provide any additional information to support your application and your suitability for the post advertised - please refer to the job description and person specification.** | | |
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| **REFERENCES**  **Please give the names and address of two people from whom a reference may be obtained. One of these should be your current employer/Headteacher. References from friends and relatives will not be accepted. Applicants must ensure that all named referees have consented to providing a reference. References will be requested for all shortlisted candidates as soon as interview notifications have been sent.** | | |
| **Reference 1**  **Present employer:** | |  |
| **Name of referee and job role:** | |  |
| **Address:** | |  |
| **Contact telephone number:** | |  |
| **Email address:** | |  |
| **Reference 2**  **Name of referee and job role:** | |  |
| **Address:** | |  |
| **Contact telephone number:** | |  |
| **Email address:** | |  |
| **Relationship:** | |  |
| **DECLARATION, SIGN AND DATE**  **Providing false information is an offence and could result in your application being rejected or summary dismissal if selected, as well as possible referral to the police** | | |
| I declare that the information I have included in this application form is true and accurate to the best of my knowledge. I also confirm that I will make the school aware of any changes in my circumstances that may affect the answers I’ve provided above, or my suitability for the post. | | |
| **Name (please print):** |  | |
| **Sign:** |  | |
| **Date:** |  | |

*Thank you for your interest in working at Fairfield High School for Girls. If you do not hear within 2 weeks of the closing date, please assume that you have not been shortlisted for interview on this occasion.*

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| **EQUALITIES/RECRUITMENT MONITORING**  **We aim to promote equality for everyone. To assess whether we are meeting this duty, whether our policies are effective and whether we are complying with relevant legislation, we are requesting the information below. This information will not be used during the selection process. It will be used for monitoring purposes only.** | | | |
| **Age range:** | * 16-19 * 20-29 * 30-39 * 40-49 * 50-59 * 60-64 * 65+ | | |
| **What is your sex?:** | * Male * Female | | |
| **What gender are you?:** | * Male * Female * Prefer not to say * Prefer to self-describe: | | |
| **Do you identify as the gender you were assigned at birth:** | * Yes * No * Prefer not to say | | |
| **How would you describe your ethnic origin?** | | | |
| **White**   * British * Irish * Any other White background   **Asian or Asian British**   * Pakistani * Bangladeshi * Indian * Chinese * Any other Asian background | | **Black or Black British**   * African * Caribbean * Any other Black background   **Mixed**   * White and Asian * White and Black African * White and Black Caribbean * Any other mixed background | **Other**   * Arab * Any other ethnic group * Prefer not to say |
| **What is your religion or belief?** | | | |
| * Agnostic * Atheist * Buddhist * Christian * Hindu | | * Jain * Jewish * Muslim * No religion | * Other * Pagan * Sikh * Prefer not to say |
| **Are you day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** | | | |
| * Yes | | * No | * Prefer not to say |
| **If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the categories apply, please mark ‘other’.** | | | |
| * Physical impairment * Sensory impairment | | * Learning disability/difficulty * Longstanding illness | * Mental health condition * Developmental condition * Other |