



Peterchurch, Herefordshire HR2 0SG | 01981 550 231 | [admin@fairfield.hereford.sch.uk](mailto:admin@fairfield.hereford.sch.uk) | Head Teacher: Mrs S L Gaston

Dear Colleague

Welcome to Fairfield and thank you for your interest in our school. We are proud of our reputation as a school which promotes and develops skills and talents in each individual, caring for every child and encouraging them to follow their dreams, whilst ensuring that they reach their academic potential. Our record of consistent success at GCSE means that we are regularly in the top three schools in Herefordshire and have been recognised by the DfE as one of the top 100 non-selective state schools in England.

Ofsted, has graded Fairfield as Outstanding in its last three inspections, due to the commitment and enthusiasm of our staff. We constantly strive to improve teaching and learning and value our partnership with parents and carers as the key to success for all our students. The curriculum is diverse, interesting and ambitious and offers a full range of academic, creative, sporting, personal and social opportunities. Staff are encouraged to develop and share good practice both at Fairfield and beyond, and we are always willing to try something new! Top quality professional development opportunities for our staff mean that pedagogical interest and practice is kept up to date, ensuring an even better education for our students.

We know that students achieve most when they feel safe, when they know that they are accepted unconditionally and when they are in a happy, caring environment. We have a strong pastoral system and a fully inclusive, comprehensive ethos, which values every child equally and encourages respect, tolerance and diversity. We expect a great deal of our students and of our staff, and set high standards for both.

We are enormously fortunate to live and work in such a beautiful area and we place great emphasis on caring for our environment and all the creatures that share it with us, both locally and further afield. Many of them are pictured in the prospectus; <https://www.fairfield.hereford.sch.uk/our-school/prospectus/>

Thank you for taking the time to complete your application for this post. We take our Safeguarding commitments very seriously so please ensure you give a full employment history, with no gaps. Should you be invited to interview, we may discuss any aspect of your application further with you. In addition, you will be expected to complete a self-disclosure form, which will also be discussed at interview. We will always follow up references before interview and may seek additional information at any point in the process.

Yours sincerely

Sue Gaston  
Head Teacher





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## *A message from the staff...*

Dear Applicant

Fairfield is a very special place to work, not least because of its glorious rural location in the heart of the Golden Valley – no city commute – or because almost all teaching staff have their own classroom and a minimum of 16% non-contact time. It is more to do with the Fairfield ethos where staff are shown that they are valued and part of the Fairfield family. We recognise that work-life balance is critical to health and happiness both at work and at home and offer support, personal and professional development whenever it is needed.

There is a dedicated PPA room equipped with PCs. Playground duties are just one break and one afterschool a week. Lunchtime supervision or running of clubs is voluntary, paid and comes with a free lunch. There are dog kennels too, so no need to leave your precious pooch home alone.

All staff belong to vibrant faculties who are encouraged to try out new teaching ideas and take risks in the classroom, sharing both successes and (occasional!) disasters with colleagues in our cross-curricular teaching and learning meetings. There are regular opportunities to develop small-scale action research projects and become involved in sharing good practice both at Fairfield and alongside colleagues in other schools, sharing best practice and resources.

We think Fairfield is a very special place to work, but don't take our word for it. Arrange a visit and see for yourselves.

*Staff at Fairfield.*



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## Application form TEACHER

Please refer to the guidance when completing this form. If not completing on line, use BLACK INK or type as it will be copied.

Position applied for:	Date:
Teacher DFe number (if any)	
When are you able to start?	
Where did you hear about the post?	

### PERSONAL INFORMATION

The equal opportunities information will be detached prior to shortlisting to ensure that your application is dealt with objectively. Applications will only be accepted if they are completed in full.

Please note, we will not accept CVs instead of or in addition to this application form. 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. Please see our Safeguarding Policy and our Safer Recruitment Policy, including Appendix 1 - Employment of Ex-Offenders on our website. All post holders are subject to a satisfactory enhanced CRIMINAL RECORDS BUREAU disclosure.

Completed application forms should be returned to HR Admin, Mrs J Winney by post or email directly to [HR@gvsc.org.uk](mailto:HR@gvsc.org.uk)

Name:	Title: Miss/Mr/Mrs/Ms/Other (please state)
Address:	
	Post Code:

### CONTACT DETAILS - please give details of how you would like us to contact you

Telephone	Home:	
	Work:	
	Mobile:	
Email	Home:	
	Work:	

### Data protection



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Your data will be processed in accordance with data protection legislation. Processing of your data will take place either because:

- You consent to your data being processed
- Processing is necessary to evaluate your application for the position for which you have applied
- Processing is necessary for complying with legal obligations
- Processing is necessary for our legitimate interests

For further information, please see our privacy notice for job applicants. *This can be found on our website*  
<http://www.fairfield.hereford.sch.uk/about-us/policies>

## REFERENCES

Please give names of **2 people** who are able to comment on your suitability for this post. One must be **your present or last employer**. If you have not previously been employed, please provide details of another suitable referee.

The school reserves the right to seek any additional references it deems appropriate.

We normally contact referees before shortlisting.

Name	
Relationship to you	
Address and Post Code	
Contact number	
Email address	

Name	
Relationship to you	
Address and Post Code	



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Contact number	
Email address	

### Letter of application

Teacher status (if applicable)	
Teacher reference number	
Do you have QTS?	
QTS certificate number (where applicable) & date	
Date of qualification	
Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the Secretary of State, as a result of misconduct?	
Are you subject to a Teaching Agency sanction or restriction?	

In the letter please explain how your experience, training and personal qualities would make you a suitable candidate for this post and how you would develop this role in the future. *This should be no more than 2 sides of an A4 sheet, size 12 Calibri font or similar*

**EMPLOYMENT HISTORY (please complete appropriate table) Please provide details of your employment history. Please include any voluntary or unpaid work that is relevant to the role**

Current employment details (for application for <u>teaching posts</u> , including teaching assistants)	
Job title	
Employer name and address	



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<b>Employer contact details</b>	
<b>Dates employed</b>	
<b>Age range taught</b>	
<b>Number on roll</b>	
<b>Permanent or temporary</b>	
<b>Part-time or full-time</b>	
<b>Salary details (including allowances)</b>	Please tick MPS UPS TLR

## Previous employment. Please provide details of all previous employment (since leaving school)

Job title	Name and address of employer	Dates employed	Description of responsibilities	Reason for leaving



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Gaps in employment, please use the space to explain any gaps in your employment

**Education and qualifications** Please provide details of your education from secondary school onwards. You will be required to produce evidence of qualifications

Dates attended (month and 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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## Relationship to the school

Please list any personal relationships that exist between you and any of the following members of the school community:

- Governors
- Trustees
- Staff
- Students

Relationships with a governor, trustee, or employee does not necessarily prevent them from acting as a reference.

Name	Relationship	Role at the school

## Disclosure and Barring and Childcare Disqualification

The school is legally obliged to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s privacy statement.

**Do you have a DBS certificate?**    Yes    No                      Date of check:

If you have lived or worked outside of the UK in the last 5 years, the school may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last 5 years?:**    Yes                      No

## Right to work in the UK



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The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

### Disability and accessibility

The school is committed ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

### Declaration

I declare that the information I am giving in this application is accurate and true. I understand that providing misleading or false information may disqualify me from appointment or may result in my dismissal.

Name:			
Signature:		Date:	



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## CRIMINAL RECORDS DECLARATION FORM

All applicants must complete this form in full and return it with their application form. Please refer to the guidance notes before completing the following sections.

Failure to declare a relevant conviction may result in any conditional offer of employment being withdrawn.

Please complete in BLACK INK.

Full Name (Block Capitals)	
Post Applied for:	

Please answer the following questions:

<p>Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police, or any other incidents that you would like to declare and discuss at interview? Please give details of offences, penalties and dates in the table below* (<i>Note that the post you have applied for is exempted under the Rehabilitation of Offenders Act (Exceptions Order) 1074, which means that ALL convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed</i>)</p>	
<p>YES (please provide details below)</p> <input type="checkbox"/>	<p>NO (Proceed to Q2)</p> <input type="checkbox"/>



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\*If any circumstances change which would affect your response to this question, you must inform the Human Resources department of the details without unnecessary delay.

Have you ever been disqualified from work with children or vulnerable adults or subject to any other sanctions imposed by a regulatory body?

YES  (please provide details below)      NO  (Proceed to Q3)

Are you registered with the Disclosure and Barring Service (DBS) Update Services?

YES       NO

Please sign the following declaration and return this form to Fairfield High School, along with your application for employment. Failure to complete this declaration will result in your application being withdrawn.

I Confirm that the information I have given on this form is correct and complete and I understand that any false information could result in my application being rejected or, if appointed, in my dismissal from employment. I understand that any other offer of employment made to me will be subject to a further check with the Disclosure and Barring Service (previously known as the Criminal Records Bureau) and hereby give my consent for Fairfield High School to carry out the relevant DBS status checks in line with the DBS Code of Practice.

I declare that I am not currently on the DBS Barred List and that I will notify the Human Resources department immediately if I do become barred in the future.



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Signature \_\_\_\_\_

Date \_\_\_\_\_



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Company Registration Number: 8936256