

APPLICATION FORM

Application for the office of

SECTION I

Surname

Christian names

Address

Home telephone number

Mobile number

E-mail

Ordained deacon in the
Diocese of

In (year)

Ordained priest in the Diocese
of

In (year)

Lay ministersFirst licensed/commissioned in
the Diocese of

In (year)

SECTION 2 – PRESENT APPOINTMENT

What is the title of your present office? Please give the date you started and a brief outline of the work.

SECTION 3 – FURTHER EDUCATION AND PROFESSIONAL QUALIFICATIONS

Please give details, with dates, **most recent first**.

a) Further education (including theological college or course). Please give qualification obtained with class of degree.

From	To	Qualification/experience

b) Other professional/practical qualifications obtained (e.g. teaching, social work, further study).

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SECTION 4 – CAREER AND MINISTRY Please give details, with dates, with earliest first. Please explain any gaps and give a relevant address for each appointment

a) Career before ordination – please give a brief indication, with dates, of the nature of the work and responsibilities

From	To	Description (nature of work and responsibilities)

b) Offices held since ordination and any other work done (full and part-time not including present appointment) with details of the nature of the work and responsibilities. Please provide in date order, with earliest first, and explain any gaps. Please list these, with separate entries for offices held concurrently (e.g. rural dean, chaplaincies etc.). Please indicate major parish features (e.g. type of area, team ministry, ecumenical). Please provide a contact address where the post is not parochial or diocesan.

From	To	Office and description (nature of work and responsibilities)	Contact address if not a parochial or diocesan post

c) Responsibilities in the wider Church

Please indicate tasks undertaken for the wider Church, e.g. synodical responsibilities at any level, diocesan committees and working parties served on, ecumenical involvement, or work for a Church voluntary organisation, and how you contributed to progressing their agendas.

From	To	Description

d) Continuing ministerial education and development

Please list training courses attended and development activities undertaken e.g. mentoring (other than IME 1-7) in the last 5 years. Include courses and activities both inside and outside the Church.

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e) Any publications

f) Theological and ecclesiological

What theological traditions have shaped your ministry and with which do you feel most at ease today?

SECTION 5 – COMMUNITY AND OTHER INTERESTS

a) Responsibilities in the community

Please indicate your responsibilities in the community, e.g. school governor, political or community service. What did you accomplish?

b) Other areas of interest

Please indicate your involvement in special areas of concern, e.g. particular issues in contemporary life, international matters, academic or artistic interests. How have these contributed to your ministry?

c) Other interests

Please indicate other recreational interests.

SECTION 6 – PERSONAL STATEMENT

Please state your reasons for applying for this office. What you write and how you write it will help those making the appointment build up a picture of you. You will want to outline how you meet each of the elements of the person specification, drawing on gifts, skills, knowledge and experience from your previous career, both before and after ordination, responsibilities held and relevant interests. You will also want to set out your thoughts about how you will take forward some of the challenges and issues set out in the role specification. If the office applied for is in a different church tradition from the one you have come from give examples of how you have worked across traditions.

SECTION 7 – CONFIDENTIAL

This section will be removed by the person administering the application process and will only be made available to the chair of the interview panel and the bishop.

If you are appointed to the office you will be invited to provide information about you and your family so you can receive appropriate pastoral care.

References:

Please give names, occupations and addresses (including e-mail if possible) of three persons to whom reference can be made and the capacity in which they have known you. At least one should be clerical (not the bishop as his reference is sought as a matter of course) and one from a senior lay person – for example a current churchwarden or head teacher of the local school. Referees should have a detailed up-to-date knowledge of your work. Please obtain their permission. If you are a team vicar, priest-in-charge of a daughter church or assistant curate, you should give your team rector’s or incumbent’s name as a reference.

We expect to take up references before the interview unless you have indicated otherwise. An Episcopal reference will always be taken up prior to interview.

Are your papers available from the Clergy Appointments Adviser?

Yes/No

Health:

Please specify any special access requirements you may have in order to attend interview e.g. deaf loop system

Do you have any health related condition that would affect your ability to carry out functions that are intrinsic to the office? (See person specification for details.)

Marital status:

Please describe your marital status. You should specify whether you are single, married, or in a civil partnership, separated, divorced, widowed, or formerly in a civil partnership now dissolved. You should also specify whether you are divorced and remarried with a previous spouse who was still living at the time of your marriage, and/or whether you are married to a person who has been previously married whose former spouse was still living at the time of your marriage.

Ecclesiastical Offices (Age Limits) Measure 1975

With very limited exceptions, appointment to an ecclesiastical office can only be offered to priests over the age of 70 on a fixed or limited term licence. Are you under the age of 70?

Yes/No

UK Border Agency requirements

Are you free to remain and work in the UK with no current immigration restrictions?

Please note that you will be required to produce documentary evidence of your right to remain and work in the UK if you are invited to interview.

Yes/No

Protecting children and vulnerable adults – the Confidential Declaration Form

The Confidential Declaration Form should be completed by all those wishing to work with children and/or adults who are vulnerable. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and/or adults who are vulnerable. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment

process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role/position. All forms will be kept securely in compliance with the Data Protection Act 1998.

A Confidential Declaration can be found with this application form.

Promoting racial equality

Are you a member or an active supporter of any political party or other organisation whose constitution, policies, objectives, activities, or public statements are incompatible with the Church of England’s commitment to promoting racial equality? The House of Bishops has made declarations of incompatibility in respect of two organisations, namely the British National Party and the National Front.

Yes/No

Where did you hear of this office?

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If appointed when would you be available to start?

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I certify the information given in this application is correct

Signature

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Date

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It is important that this application form is completed by applicants. A Curriculum Vitae is not an acceptable substitute. If it is completed and submitted electronically a signed copy should also be sent by post. Please use black ink on hard copies of the form.

A confidential reference will also be requested from your diocesan bishop or area bishop in addition to other references. The Data Protection Act of 1998 applies to all references and commendations.

The successful candidate will be required to receive an enhanced disclosure (which will include a check of the barred lists) from the Disclosure and Barring Service.

Travelling expenses and subsistence allowance (in accordance with General Synod regulations) will be allowed to candidates selected for interview.

Closing date for applications

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Interviews will be held on

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Please return to:

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NOTES FOR APPLICANTS

Increasingly role descriptions and person specifications are being used in appointments. These help all parties to be clear about what qualities and experience are being sought and on what basis the decision to appoint will be made.

This form helps you to demonstrate your calling to the office, showing how your gifts, skills, experience and qualities match the criteria. It allows those making appointments to demonstrate their discernment of the successful candidate by assessing applicants against selection criteria in a structured way, avoiding bias. In completing the form you should ask yourself “What might I under God be able to bring to the needs of this office?”

You are encouraged to complete the form electronically. This eases administration and allows interviewers to concentrate on the facts you are presenting rather than having first to read your handwriting. Start with the most recent one first when listing dates.

Please complete each section fully. Saying ‘see CV attached’, for example, is not sufficient.

Once you have completed the form read it through and check you have shown how you meet each of the criteria.

Section 6 – Personal Statement allows you to explain why you are applying for the post and, using examples from your previous work and experience, why you are suited to it. Pull together the relevant information from other parts of the form. Don’t forget to include information about things you have done in your career before ministry or relevant interests. Concentrate on facts, things your interests have caused you to do, rather than mentioning a general interest in a particular subject. But don’t be too detailed, 2 pages of personal statement is enough. The interview gives the opportunity to explore these areas further.

If there is a particular requirement about a post holder e.g. a PCC has passed a Resolution under the House of Bishops’ Declaration on the Ministry of Bishops and Priests, and a woman is therefore not an acceptable appointee or someone remarried after divorce and with a former partner still living is not acceptable, the person specification needs to make this clear and if appropriate you need to address it in your personal statement.

Some requirements however are more general and will not be mentioned in the person specification. For example, the Ecclesiastical Offices (Age Limit) Measure 1975 does not allow the appointment of those over 70 unless in a fixed or limited term licensed appointment under regulation 29(1) (b). If you are in any doubt about your eligibility, you should ask those responsible for making the appointment before you complete your application.

Personal information is confined to the confidential part of the form. This means only the person administering the process, the bishop and those who need to see it will have access to it. It means those interviewing you are not influenced by factors that are not relevant in making the appointment.

The bishop may ask you questions about the confidential information at your private interview because he or she has to assure himself or herself that your lifestyle is commensurate with a) priestly ministry and b) the person specification for the post.

If you are appointed, you will be invited to provide information about you and your family so the bishop has the information he or she needs to provide you with pastoral care.

SAMPLE CLERGY RECRUITMENT MONITORING FORM

Please complete this monitoring form and send it direct to the monitoring officer of the diocese in which you are applying to work. The information will not be used as part of the selection process and will enable the diocese to monitor the diversity of clergy applying for its offices. You may tick the 'prefer not to say' box for any questions that you do not wish to answer.

Application for the office of:

I What is your ethnic group?

A White

British

Irish

Other

B Mixed

White/ Black Caribbean

White/Asian

White/Black African

Other

C Asian or Asian British

Asian British

Pakistani

Bangladeshi

Indian

Other

D Black or African or Caribbean or Black British

African

Caribbean African

Black British

Other

E Other group

Chinese

Other

F Prefer not to say

2 Gender

Male

Female

Prefer not to say

3 Age Group

16 – 25

36 – 45

56 – 65

Over 70

26 – 35

46 – 55

66 – 70

Prefer not to say

4 Disability

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

Yes

No

Prefer not to say

5 Marital Status

Single

Married

In a civil partnership

Married to a person who has been previously married whose former spouse was still living at the time of the marriage

Divorced and remarried with a previous spouse still living at the time of the marriage

Separated

Divorced

Civil partnership dissolved

Widowed

Prefer not to say

?

Church Of England Confidential Declaration Form

The Confidential Declaration Form must be completed by all those wishing to work with children and/or adults who may be vulnerable. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and/or adults who are vulnerable. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role/position. All forms will be kept securely in compliance with the Data Protection Act 1998.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question which you are answering.

Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1st December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules¹? (Include both 'spent'² and 'unspent' convictions)

¹ You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) it does not appear on the DBS's list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b), (c) and (d) in order to be filtered.** Further guidance is provided by the DBS and can be found at www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates and www.gov.uk/government/publications/dbs-filtering-guidance

² Please note that the 'rehabilitation periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never 'spent'. For further guidance in relation to the 'rehabilitation periods', please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules³?

Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, reprimands etc. that are not subject to the DBS filtering rules (see footnotes 4 and 6).

*Broadly, where your position/role involves substantial contact with children and/or adults who may be vulnerable you will be expected to declare **all** convictions and/or cautions etc., even if they are 'spent' provided they have not been filtered by the DBS filtering rules.*

*If your position/role does **not** involve substantial contact with children and/or adults who may be vulnerable you should only declare 'unspent' and 'unfiltered' convictions/cautions etc.*

Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.

If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and/or adults who may be vulnerable.

3. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence/misconduct?
4. Have you ever been prohibited and/or barred from work with children and/or vulnerable adults?

³ You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences referred to in footnote 1 above. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered**

5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and/or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and/or vulnerable adult was at risk of significant harm from you⁴?
6. Has your conduct ever caused or been likely to cause significant harm to a child and/or vulnerable adult, and/or put a child or vulnerable adult at risk of significant harm?

Note: Make any statement you wish regarding any incident you wish to declare

7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, Children's Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.

⁴ 'Significant harm' involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others.

8. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation?

Note: All these matters shall be checked with the relevant authorities

Declaration

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge

Signed.....

Full Name.....Date of Birth.....

Address.....

.....

.....

Date.....

Please return the completed form to

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Before an appointment can be made applicants who will have substantial contact with children and/or adults who may be vulnerable in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service.

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and/or adults who are vulnerable.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and/or an adult who may be vulnerable or at risk.