



GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

The Bristol Diocesan Board of Finance Limited, as the legal employer for diocesan staff, declares its intentions to be an equal opportunity employer (see Employment Policy).

Thank you for your interest in applying for a job with The Bristol Diocesan of Finance Limited. In order to progress your application further you will need to complete an application form and an equalities monitoring form.

The purpose of these notes is to provide you with some guidance on completing the application form. **You should print the information on this page to help you with your application.**

The person specification enclosed with the details of the post lists the criteria against which the suitability of each candidate for the post will be assessed. The person appointed will be the one who most closely meets the criteria.

GENERAL POINTS

- 1 Please complete the application form either **typed** or in **black** pen so that it can be photocopied.
- 2 If you do not have enough space on the form at any point you may continue on a separate sheet of paper.

Part A - Personal Details

This section asks for some basic details about yourself. Please fill in the details as requested. **This part of the form will be detached from the other information provided before the short listing process is undertaken.**

Email Address

Please be advised that if you have provided an e-mail address on your application we will send further communication regarding selection for interview via this method. Please be sure to check this account regularly. If you have not provided an e-mail address any communication will be via first class post.

References

Please provide us with the names and addresses of **two referees**, both of whom must be familiar with your work performance. One of these must be your present or most recent employer. Where possible the references should cover the last 3 years of employment. If the references you have provided do not cover the last 3 years of employment then, please provide further details of previous employers to cover this period.



Part B - Employment Details

Please include a brief summary of your main duties and responsibilities. Where you have a break in your employment history, please give details about the date and what you were doing at this time, e.g. travelling, bringing up a family, studying, unemployed.

Part C - Education and Training

Please give us as many details as you can about your education and training. Formal qualifications and relevant experience or training will be considered whether it be at work, in the home or your social life.

Part D - Other information in support of your application

This is your opportunity to give information about your abilities, experience, skills, knowledge and achievements from all areas of your life (e.g. home, work, leisure interests) that you believe will demonstrate how you meet the criteria contained in the person specification.

It will help if you read the person specification carefully and make notes against each of the criteria about the things you have done or achieved that show that you can meet the criteria and then use these notes to help you complete Part D of the form.

Please remember that the selectors can only use the information you provide on your application and will not make assumptions or deductions. You need to provide evidence by describing or explaining the things you have done or achieved that demonstrate you can meet the criteria rather than just saying that you can.

Convictions and Disclosures

The Diocese of Bristol and DBAT are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

This post is eligible for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for which you be required to apply if successful.

Do you have any convictions, cautions, reprimands or final warnings that are not “spent” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013)

Monitoring Details

In order to ensure that the Board’s equal opportunity policy is carried out and for no other reason all applicants are asked to provide information on their ethnic origin, sex, any disability, etc.

Our aim is that all employees should be able to work in an environment which is free from discrimination, harassment and bullying and where they feel valued and respected. To help us ensure that our recruitment and selection process is fair to all, would you please complete the equal opportunities monitoring information



Proof of Right to Work

If you are invited for interview you will need to bring documents to prove your right to work in the UK. Further information will be sent to you with your interview details.

NOTES: PLEASE DO NOT

- a) submit a CV instead of completing this form;
- b) enclose additional material with this form (e.g. printed matter) other than additional pages when you run out of space on the form.
- c) **Please submit your application as a Word document and please do not convert to a PDF file.**

APPLICATION FORM

An application form should be completed for every post. There are four parts to the form in addition to the accompanying guidance notes and monitoring sheet.

On receipt of the application form the HR Section will allocate a candidate reference number which will be clearly written at the top right hand corner of each page of the form.

Part A of the form and the ethnic monitoring sheet will be used to complete the vacancy monitoring form and then put in the monitoring file for the vacancy.

Parts B, C and D of the form are left in the main file for the vacancy to be used in short listing when candidates will only be identified by the reference number shown at the top of each sheet.

Only at the stage where the papers are being prepared for the interviewing panel will Parts A, B, C and D of the form be put together.

If you have any questions about the recruitment and selection process please contact the HR team on 0117 9060100 or email jobs@bristoldiocese.org

Our preferred method of receiving completed application forms is through our email address jobs@bristoldiocese.org or alternatively, please sent to: Diocese of Bristol, HR Section, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol BS34 8YU.

We wish you the best of luck with your application.