

Diocese of Bristol | Application form

**It is important that this application form is completed by applicants.**

 **A Curriculum Vitae is not an acceptable substitute. Please type or use black ink.**

***Please submit your application as a Word document and please do not convert to a PDF file.***

**Data Protection Act**

Under the Data Protection Act 2018 (revised to incorporate reference to the General Data Protection Arrangements of May 2018), the information provided on this form will be held in confidence and used for the purpose of recruitment, selection and HR administration/monitoring and no other purpose.

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| Application for the post of |  |

### SECTION 1 PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |   | Title |  |
| Forename |  |
| Address |  |
| Telephone |  | E-Mail  |  |
| Mobile |  |
|  |  |
| Ordained Deacon in the Diocese of |  | In (year) |  |
| Ordained Priest in the Diocese of |  | In (year) |  |
| Currently Beneficed/Licensed in the Diocese of |  |  |  |
|  **Lay Ministers** |  |  |  |
|  First licensed/commissioned in the Diocese of |  | In (year) |  |

Were you selected as Incumbent Status at selection or by candidates panel

**Yes** [ ]  **No** [ ]

Have you completed end of curacy assessment? *(To be completed by curates in training only)*

**Yes** [ ]  **No** [ ]

Have you got a letter from the Bishop to confirm that you have completed your curacy

**Yes** [ ]  **No** [ ]

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| **If you have answered no to any of the above 3 questions, please use this space to provide details.** |

### SECTION 2 PRE ORDINATION

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

#### Principal secondary schools

|  |  |  |
| --- | --- | --- |
| From | To | School and public exams |
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|  |  |

1. **Further education (including theological college or course)**

*Please give qualification obtained with class if degree.*

|  |  |  |
| --- | --- | --- |
| From | To | College, course etc |
|  |  |  |
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1. **Other professional/practical qualifications obtained** (eg teaching, social work, further study).

|  |  |  |
| --- | --- | --- |
| From | To | Qualification / experience |
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1. **Career before ordination**

*Please give an indication of the nature of the work and responsibilities, with dates, most recent first.*

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| --- | --- | --- |
| From | To | Post and description |
|  |  |  |

**SECTION 3 CURRENT APPOINTMENT**

*Please provide a brief outline of your work, responsibilities and achievements.*

|  |  |  |  |
| --- | --- | --- | --- |
| Role Title |  | Date of Commencement |  |
|  |

**SECTION 4 MINISTRY SINCE ORDINATION**

1. **Posts held since Ordination** (full and part-time not including present appointment).

*Please list in chronological order, with separate entries for posts held concurrently (e.g. Rural*

*Dean, chaplaincies etc) and indicate major parish features (e.g. team ministry, ecumenical).*

|  |  |  |
| --- | --- | --- |
| From | To | Post and description |
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1. **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).*

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| --- | --- | --- |
| From | To | Description |
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1. **Continuing Ministerial Education**

*Please list training courses attended and development activities undertaken (other than IME 1-7) in the last five years, including development outside the Church.*

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| --- | --- |
| Date | Description |
|  |  |

1. **Any publications**

|  |  |
| --- | --- |
| Date | Publication |
|  |  |

1. **Theological and Ecclesiological**

|  |
| --- |
| *(a) What theological traditions and spiritual disciplines have shaped your daily life and ministry?* |
| *(b) What are your priorities in ministry?* |

**SECTION 5 COMMUNITY AND OTHER INTERESTS**

1. **Responsibilities in the community**

 *Please list tasks undertaken (e.g. school governor, political or community service).*

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1. **Other areas of interest**

*Please indicate special areas of concern (e.g. particular issues in contemporary life, international matters, academic or artistic interests) and recreational interests.*

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### SECTION 6 STATEMENT OF SUITABILITY, SKILLS & EXPERIENCE

*Please state your reasons for applying for this post and why you think you are a suitable candidate, making particular reference to the Person Specification which forms the selection criteria and where appropriate the Role Description. Please continue on additional pages if required.*

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**SECTION 7 SAFEGUARDING EXPERIENCE**

*All ordained ministers have a duty to protect the health, safety and welfare of those in their care and this will include up-to-date knowledge of safeguarding practice.*

Please provide an overview of your safeguarding experience to date.

### SECTION 8 RECRUITMENT MONITORING

### Please indicate below how you became aware of this post

|  |  |
| --- | --- |
| Church Times |  |
| Pathways |  |
| Diocesan Website |  |
| Word of mouth |  |
| Other (please indicate where) |

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| Please share how you found the application process so we may continually improve. |

PART B

### SECTION 9 REFERENCES

Please give names and addresses of three persons to whom reference can be made. At least, one should be clerical and one lay and all should have detailed and up to date knowledge of your work. Please obtain their permission.

A confidential reference and **Clergy Current Status Letter** (CCSL) will also be requested from your Diocesan or Area Bishop, so **please do not list them** as one of the three referees listed below.

|  |
| --- |
| **First Reference** |
| Name  |  |
| Occupation |  |
| Capacity in which they have known you |  |
| Address |  |
| Email address |  |
| Telephone number |  |

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| --- |
| **Second Reference** |
| Name  |  |
| Occupation |  |
| Capacity in which they have known you |  |
| Address |  |
| Email address |  |
| Telephone number |  |

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| --- |
| **Third Reference** |
| Name  |  |
| Occupation |  |
| Capacity in which they have known you |  |
| Address |  |
| Email address |  |
| Telephone number |  |

**SECTION 10 PROOF OF RIGHT TO WORK IN THE UK**

Under Sections 15 to 26 of the Immigration, Asylum and Nationality Act 2006 employers have a responsibility to check the entitlement to work in the United Kingdom of their prospective employees. This includes office holders who may be sponsored by the Church.

The successful applicant will be required to provide evidence such as a UK passport, full birth certificate or other appropriate documentation from the Home Office Border & Immigration Agency Lists A or B.

**Do you have the right to take up employment in the UK and are free to remain and work in the UK with no current immigration restrictions?**

(Please tick **✓** )Yes [ ]  No [ ]

**SECTION 11** **CONVICTIONS (Rehabilitation of Offenders Act 1974)**

**The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website**

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

Yes [ ]  No [ ]

**If YES, please state details:**

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### SECTION 12 FURTHER APPLICATION INFORMATION

**1. Do you possess a current full Driving Licence?** Yes [ ]  No [ ]

**Do you own or have access to a car?** Yes [ ]  No [ ]

Or other vehicle (*please specify*)…………………………………

**2. Are your papers available from the Clergy Appointments Adviser?**

 Yes [ ]  No [ ]

**3 Promoting racial equality**

Are you a member or active supporter of any other political party or organization whose constitution, policies, objectives or public statements are incompatible with the teaching of the Church of England in relation to the equality of persons or groups of different races?

 Yes [ ]  No [ ]

**4. Ecclesiastical Offices (Age Limits) Measure 1975**

Appointment to an ecclesiastical office cannot be offered to anyone over the age of 70 except on affixed or limited term licence. Are you under the age of 70?

 Yes [ ]  No [ ]

The successful candidate will be required to receive an Enhanced Disclosure from the Disclosure and Barring Service.

**PART C**

**SECTION 13 CONFIDENTIAL DECLARATION FORM**

This form is strictly confidential and, except under compulsion of Law, will be seen only by those responsible for the appointment and, when appropriate, the Diocesan/Bishop's Child Protection Officer. All forms will be kept securely under the terms of 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 you are answering.

### Please tick *✓* either the YES or NO Box in answer to EVERY QUESTION

1a Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)? \*

 Yes [ ]  No [ ]

1b Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

 Yes [ ]  No [ ]

1c Are you at present under investigation?

 Yes [ ]  No [ ]

1d Have you ever been found by a Court exercising Civil Jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm\*\* to a child or young person under the age of eighteen years, or has any such Court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?

 Yes [ ]  No [ ]

2a Has your conduct ever caused or been likely to cause significant harm to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm?

 Yes [ ]  No [ ]

2b Has your conduct ever caused or been likely to cause significant harm to a vulnerable adult, or put a vulnerable adult at risk of significant harm?

 Yes [ ]  No [ ]

2c To your knowledge, has it ever been alleged that your conduct has resultedin any of those things?

 Yes [ ]  No [ ]

If yes, please give details on a separate sheet, 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.

3 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 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 other legislation?

 Yes [ ]  No [ ]

4 Have you any health problem(s) which might affect your work with children, young people under the age of eighteen or vulnerable adults?

 Yes [ ]  No [ ]

5 Have you ever been known by any name other than that given on this form?

 Yes [ ]  No [ ]

*\* All previous convictions, with the exception of technical motoring offences leading only to a fine, should be disclosed.*

*\*\* Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.*

*\*\*\* Please delete if not applicable.*

**DECLARATION**

I declare that, to the best of my knowledge, the information on this application is true. I understand that if the information I have supplied is false or misleading in any way, I will automatically be disqualified from the appointment or dismissed without notice.

**Signature: Date:**

**PART D**

**SECTION 14 MONITORING**

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| Application for the post of |  | Date |  |

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| **What is your ethnic group?** White – BritishWhite – Irish White – Other Mixed – White and Black CaribbeanMixed – White and Black AfricanMixed White and AsianMixed – Other Asian or Asian British – IndianAsian or Asian British – Pakistani  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | Asian or Asian – BangladeshiAsian or Asian British – Other Black or Black British – CaribbeanBlack or Black British – African Black – Other ChineseOther ethnic groupIf other, please specify  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |

**Gender**Male [ ]  Female [ ]  Intersex [ ]  Non-Binary [ ]  Prefer not to say [ ]  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
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| **Disability** **Do you consider yourself to have a disability or health condition?**YesNoPrefer not to say | [ ] [ ] [ ]  |

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| --- | --- |
| **Marital Status**SingleMarriedSeparatedDivorced In a civil partnershipCivil partnership dissolved Married after divorce with a former partner still living Prefer not to say  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |

|  |  |
| --- | --- |
| **Age Group**16 – 2526 – 35 36 – 45 46 – 55 56 – 65 66 – 70 Over 70 Prefer not to say | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |

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