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| [The Church of England](http://www.churchofengland.org/) | | | | |  |  | | |
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| **APPLICATION FORM** | |  | | **CONFIDENTIAL** |  | | | |
|  |  | | |  |  | | | |
| Application for the office of | **POST TITLE HERE** | | | | | | | |
|  |  | | |  |  | | | |
| Where did you first see this vacancy? | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Church Times |  | | Pathways |  | | Diocesan website |  | | Diocesan eBulletin |  | | New Wine |  | | Church Drum |  | | See of Ebbsfleet |  | |  |  | | Other (please specify) | |  | | | | | | | | | | |
|  |  | | | | | | | |
| **SECTION 1** |  | | |  |  | | | |
|  |  | | |  |  | | | |
| 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 ministers*** |  | | |  |  | |  | |
| First licensed/ commissioned in the Diocese of |  | | | | In (year) | |  | |

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| **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. |
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| **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) | | |
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| **b) Offices held since ordination and any other work done** (full and part-timenot including present appointment) with details of the nature of the work and responsibilities. Please provide in date order, 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 |
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| **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? | | | |
|  | | | |
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| **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? | | | |
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| **c) Other interests**  Please indicate other recreational interests. | | | |
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| **SECTION 6 – PERSONAL STATEMENT**  Please state your reasons for applying for this office. What you write and how you write it will be used to build up a picture of you and for shortlisting candidates.  The Diocese of Coventry is committed to healthy churches and the development of 8 Essential Qualities in parishes ([www.dioceseofcoventry.org/healthychurches](http://www.dioceseofcoventry.org/healthychurches) ).  We welcome applications from people who may be unfamiliar with the terminology, but who in practice have been fulfilling them without being formally aware of them.  For our application process, you will need to draw from your experience and provide evidence of how you have delivered each of these 8 Essential Qualities, and how you meet each of the elements of the person specification.  You may also set out your thoughts about how you might take forward some of the challenges and issues set out in the role specification and parish profile.  You may extend the text box. | | | |
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| **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. | | | |
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| **Please also provide your Bishop’s contact details for obtaining your CCSL 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. | | | |

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| **Health:**  Please specify any special access requirements you may have in order to attend interview e.g. deaf loop system | | | | | | | | |
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| 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.) | | | | | | | | |
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| **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. | | | | | | | | |
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| **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** | | | | | | | | |
| Do you need a work permit to work in the UK? | | | | | | | Yes/No | |
|  | | | | | | |  | |
| If you do require a work permit to work in the UK, do you have an indefinite leave 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?** | | | | | | | | |
|  | | | | | | | | |
|  | | |  |  | | |  | |
| **If appointed, when would you be available to start? (Please note actual start date will depend on mutual agreement and on possible licensing dates)** | | | | | |  | | |
|  | | |  |  | | |  | |
| **I certify the information given in this application is correct** | | | | | | | | |
|  | | |  |  | |  |  | |
| Signature | |  | | | | Date |  | |
|  | | | | | | | | |
| It is important that this application form is completed by applicants. A Curriculum Vitae is not an acceptable substitute. 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. | | | | | | | | |
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| Please return to: | [debbie.niblett@coventry.anglican.org](mailto:debbie.niblett@coventry.anglican.org)  Debbie Niblett  Mission and Discipleship Team Administrator  Cathedral & Diocesan Offices  1 Hill Top  COVENTRY  CV1 5AB | | | |
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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.  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. You may include relevant information about things you have done in your career before ministry or relevant interests. Concentrate on facts and provide evidence, as your application will be scored on the basis of the evidence provided.  If there is a particular requirement about a post holder e.g. a PCC has requested, on grounds of theological conviction, that arrangements be made for it in accordance with the House of Bishops’ Declaration on the Ministry of Bishops and Priests, and a woman is therefore not an acceptable appointee, or that someone remarried after divorce and with a former partner still living is not acceptable, the person specification will 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. |

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| **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:** | | | |  | | | | | | |
|  |  | | |  | | |  | | | |
| **1 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 |  | | |
| Chinese | |  | |  | | | Other |  | | |
| ***D Black or African or Caribbean or Black British*** | | |  |  | | |
| African | |  | | Caribbean African | | | |  | | |
| Black British | |  | | Other | | | |  | | |
| ***E Other group*** |  |  | |  | | |  | | | |
| Arab | |  | | Other | | | | |  | |
| ***F Prefer not to say***   |  | | --- | |  | | | | | | | | | | | |
| **2 Gender** |  | | | | | |  | | | |
| Male | |  | | Female |  | | Prefer not to say |  | | |
| Non-Binary | |  | |  |  | |  |  | | |
| **3 Age Group** |  | | |  | | |
| 16-24 | |  | | 40-44 |  | | 60-64 |  | | |
| 25-29 | |  | | 45-49 |  | | 65+ |  | | |
| 30-34 | |  | | 50-54 |  | | Prefer not to say |  | | |
| 35-39 | |  | | 55-59 |  | |  |  | | |
| **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 | |  | | Prefer not to say | | | |  | | |
| Married | |  | |  | | | |  | | |
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|  | |  | | *Form dated March 2015* | | | | | | |



**Diocese of Coventry**

**CONFIDENTIAL DECLARATION**

**Personal details will be kept in a confidential file**.

For beneficed clergy, those who hold the Bishop’s licence or permission to officiate, employees, ordinands and volunteers who are likely to be in regular contact with children and / or vulnerable adults.

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 Safeguarding Adviser. 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 of the offence, date committed and any sentence, on a separate sheet if necessary, giving the number of the question you are answering.

1. Have you ever been convicted of a criminal or military offence? (including any ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 that are not subject to Disclosure and Barring Service filtering rules) (see notes 1,2,&3 below)

**Please tick YES  NO **

1. Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace that are not subject to Disclosure and Barring Service filtering rules? (see notes 1,2,&3 below)

**Please tick YES  NO **

3 Are you at present under investigation by the police or an employer for any offence that is not subject to Disclosure and Barring Service filtering rules ? (see notes 1 & 3 below)

**Please tick YES  NO **

4 Has your name been placed on the Protection of Children Act List (POCA), List 99, the Protection of Vulnerable Adults List (POVA) or the barred list maintained by the Disclosure and Barring Service (or the overseas equivalent), barring you from working with children or vulnerable people?

**Please tick YES  NO **

5 Has a family court ever made a finding of fact in relation to you, that you have caused significant harm (see note 4 below) to a child or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable adult was at risk of significant harm (see note 4 below) from you?

**Please tick YES  NO **

6 Has your conduct ever caused or been likely to cause significant harm (see note 4 below) to a child or vulnerable adult or put a child or vulnerable adult at risk of significant harm(see note 4 below) ?

**Please tick YES  NO **

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

**Please tick YES  NO **

*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.*

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, been made subject of a Child Protection Plan 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?

**Please tick YES  NO **

9 Have you any health problems which might have health and safety implications in relation to your work with children or with vulnerable adults?

**Please tick YES  NO **

*If yes, please give full details, continuing on a separate sheet if necessary*

# 10 Have you ever been known by any name other than the one given below?

**Please tick YES  NO **

# *If yes please give full details, including the dates the name was used from and to*.

# 11 In the past 5 years have you had any home address other than the one given below?

**Please tick YES  NO **

*If yes, please give full details, continuing on a separate sheet if necessary.*

Job Applicant and Clergy Applicant Privacy Notice

**COVENTRY DIOCESAN BOARD OF FINANCE LTD** (‘we’ or ‘us’) provide this notice to make job applicants (including applicants for clergy positions and other positions as office holders) aware of our policies relating to the processing of personal data in accordance with the Data Protection Act 1998 as amended, replaced, re-enacted or consolidated from time to time (including without limitation the General Data Protection Regulation (EU) 2016/679 and any national laws which relate to the processing of personal data (‘Data Protection Legislation’)) references to ‘Personal Data’ and ‘Sensitive Personal Data’ within this notice shall be references to those terms as defined in Data Protection Legislation.

**Personal Data**

We ask for Personal Data from job applicants and applicants for positions with the Clergy and/or other office holder positions including C.V’s and any ancillary information provided as part of your application to assist with our recruitment processes. Any Personal Data about you which is obtained by us during the application process (including any information obtained directly from you or from third parties such as your referees or as part of pre-employment checks) or as part of pre-employment checks may be retained and used by us for the purposes of considering your suitability for employment, conducting appropriate checks and as otherwise reasonably required for our legitimate interests and compliance with applicable law.

If your application is successful, and you subsequently become employed by us, the information described above will form part of your personnel file. If we do not employ you, we may still retain for up to 1 year so that we can consider you for future roles.

**Sensitive Personal Data**

You may also supply us with Sensitive Personal Data including but not limited to data relating to your racial or ethnic origin, religious or similar beliefs, physical or mental health and sexual orientation by completing our equal opportunities monitoring form. This information is gathered for equality of opportunity monitoring purposes and is anonymised**.** The provision of such Sensitive Personal Data by you is entirely voluntary.

If you have any medical condition or disability which may require special facilities or support at interview we will only use this information for the purpose of providing any necessary adjustments in accordance with equality legislation, to ensure compliance with employment law and making decisions regarding your fitness for work.

**Staff Privacy Policy**

For further information on how your information is used, including disclosure to third parties, how we maintain security of your information and your rights to access the information we hold about you, please request a copy of our Staff Privacy Policy from the HR department.

# DECLARATION

# I declare that the above information (and that on the attached sheet(s) where applicable) is accurate and complete to the best of my knowledge.

**Signed ........................................................ Date...................................**

**Full Name ....................................................................................................**

**Address …………………………………………………………………………………………………..**

**………………………………………………………………………………………………….**

**Postcode ……………………………**

**Date of Birth …………………………………………………….**

**Before an appointment can be confirmed applicants must provide an enhanced or enhanced plus disclosure from the Disclosure and Barring Service where the role is eligible. Consult with your Incumbent/Priest in Charge, Parish Safeguarding Officer or Diocesan Safeguarding Adviser for details of the process.**

1. <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates> &

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

1. <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitationoffenders.pdf.pdf>
2. Declare all that are not subject to DBS filtering rules (see note 1) except technical motoring offences leading only to a fine.
3. *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 you had pastoral responsibility or were in a position of trust.*