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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) of three persons to whom reference can be made and the capacity in which they have known you. At least one should be clerical (in addition to the episcopal referee, whose details you should also give) 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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| Name:  Occupation:  Address:  Email:  Telephone:  Capacity known: | | | |
| Name:  Occupation:  Address:  Email:  Telephone:  Capacity known: | | | |
| Name:  Occupation:  Address:  Email:  Telephone:  Capacity known: | | | |
| Episcopal referee  Name:  Address:  Email:  Telephone | | | |
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| 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 |
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| **UK Visa and Immigration requirements** | | | |
| Are you free to remain and work in the UK with no current immigration restrictions? | | | Yes/No |
| 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. | | |  |
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| **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 GDPR.  A Confidential Declaration must be completed and submitted with this application form. |

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| **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 |
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| **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 |  | | | 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. GDPR 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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| Closing date for applications |  | | Please return to: | clergy.appointments@cofeguildford.org.uk | |
| Interviews will be held on |  | |
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**Applicant and Candidate Policy**

Guildford Diocesan Board of Finance (GDBF) is committed to respecting the privacy of their job applicants and we have a duty to protect the personal data of job applicants. Personal data is information that can identify a person, such as name, address, telephone number and email address.

**Types of information we collect**

This policy covers the information you share with us and/or which may be acquired during the application or recruitment process including:

The organisation collects a range of information about you. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* information about your current level of remuneration, including benefit entitlements;
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
* information about your entitlement to work in the UK.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems including email.

**How we use information we collect**

Your information will be used by GDBF for the purposes of carrying out its application and recruitment process which includes:

* Assessing your skills, qualifications and interests against our job opportunities;
* Verifying your information and carrying out reference checks and/or conducting background checks (where applicable) if you are offered a position;
* Communications with you about the recruitment process and/or your application(s), including, in appropriate cases, informing you of other potential job opportunities;
* Making improvements to GDBF’s application and/or recruitment process including improving diversity in recruitment practices;
* Complying with applicable laws, regulations, legal processes or enforceable governmental requests.

We will also use your information to protect the rights and property of GDBF, our affiliated organisations, applicants, candidates, employees or the public as required or permitted by law.

If you are offered and accept employment with GDBF, the information collected during the application and recruitment process will become part of your employment record.

**Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, recruiting managers and interviewers involved in the recruitment process. The organisation will not share your data with third parties (although it may do so with our affiliated organisations) unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks. It is your responsibility to obtain consent from referees before providing their personal information to GDBF.

The organisation will not transfer your data outside the European Economic Area.

**How does the organisation protect data?**

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties*.*

**For how long does the organisation keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

**Your rights**

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require the organisation to change incorrect or incomplete data;
* require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
* object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact [data.protection@cofeguildford.org.uk](mailto:data.protection@cofeguildford.org.uk)

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.