**PRIVATE AND CONFIDENTIAL**

**APPLICATION FORM**

*(It is important that this application form is completed. A Curriculum Vitae is not an acceptable substitute. Please use black ink or send electronically)*

When completed please email this to the Clergy Appointments Officer, [sarah.bolton@cofeguildford.org.uk](mailto:sarah.bolton@cofeguildford.org.uk)

**Position applied for:**

Closing date for Applications:

**SECTION 1:**

|  |
| --- |
| **Surname**: **Title:** |

|  |
| --- |
| **Christian Names in full: Preferred Name:** |

|  |  |
| --- | --- |
| **Permanent Address:** | **Temporary Address:**    **From** **To** |
| **Telephone Nos:**  **Home:**  **Other:**  **Mobile:**  **May we telephone you on any of these nos?**  **Please indicate which?**  **E-mail:** | **Telephone Nos:**  **Temporary Home:** |

|  |
| --- |
| **Ordained Deacon in the Diocese of**   **in** (year)  **Ordained Priest in the Diocese of in** (year) |

|  |
| --- |
| If you were ordained in 2011 or later, please attach your Episcopal letter of confirmation that you were signed-off as having completed successfully the national Assessing the End of Curacy process with a post of responsibility focus (if the advertised post is of incumbent status) or assistant ministry focus (if the advertised post is Associate Minister or equivalent). |

**PRIVATE AND CONFIDENTIAL**

**SECTION 2: PRE-ORDINATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Principal Secondary School:** | | | |
| **Name:** | **From:** | **To:** | **Details of subjects and exam results** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **University/College & Other Further Education/Training (including Theological College or Course).**  Please give qualification obtained, with class if degree. | | | |
| **Name** | **From** | **To** | **Qualifications Experience:** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Membership of Professional Organisations and Other Professional/Practical Qualifications Obtained:** | | | |
| **Name:** | **From:** | **To:** | **Qualifications / Experience** |

**PRIVATE AND CONFIDENTIAL**

**SECTION 3: EMPLOYMENT BEFORE ORDINATION**

|  |  |  |  |
| --- | --- | --- | --- |
| *Please give a short indication, in chronological order, the nature of previous work and responsibilities.* | | | |
| **Dates From:** | **To:** | **Position held & Brief Description of Responsibilities** | **Reasons for Leaving** |
|  |  |  |  |
|  | | | |

**PRIVATE AND CONFIDENTIAL**

**SECTION 4: MINISTRY SINCE ORDINATION**

|  |  |  |
| --- | --- | --- |
| **Posts held since Ordination** (full and part time, including present appointment)  Please list these carefully, with dates in chronological order, with separate entries for posts held concurrently (e.g. Rural Dean, Chaplaincies etc). Please indicate major parish characteristics (e.g. type of area, team ministry, ecumenical) | | |
| **From:** | **To:** | **Post & Description** |
|  |  |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| **Responsibilities in the Diocese and Wider Church**  Please indicate, with dates, tasks undertaken for the diocese and wider church (e.g. Synodical responsibilities at any level, diocesan committees and working parties served on, ecumenical involvement, or work for a church voluntary organization | | |
| **From:** | **To:** | **Description:** |
|  |  |  |

|  |
| --- |
| **Continuing Ministerial Training**  Please list training courses attended (excluding IME I –VII) |

|  |
| --- |
| **Church Tradition**  What theological traditions have shaped your ministry? With which do you feel most at ease today? |

**PRIVATE AND CONFIDENTIAL**

**SECTION 5:**

|  |
| --- |
| **Responsibilities in the Community**  Please list tasks undertaken e.g. school governor |

|  |
| --- |
| **Other Areas of Interest**  Please indicate special areas of concern, particular issues in contemporary life, international matters, academic or artistic interests, hobbies. |

**PRIVATE AND CONFIDENTIAL**

**SECTION 6: INFORMATION IN SUPPORT OF YOUR APPLICATION**

|  |
| --- |
| **Please state your reasons for applying for this post, saying**   1. **what appeals to you about it** 2. **what you think you might bring to it, and** 3. **how you might respond to any issues raised by the Parish Profile and Statement of Needs** |

**PRIVATE AND CONFIDENTIAL**

|  |
| --- |
| **Why do you have it in mind to leave your current post?** |

**PRIVATE AND CONFIDENTIAL**

**SECTION 7: REFERENCES**

|  |
| --- |
| References will be taken up before interview, for short-listed candidates unless you indicate otherwise below. Please give the name, full address and e-mail address of those from whom references can be requested.  **NB.** You must supply the name of the Bishop whom you serve. If you have a Bishop who is not your Diocesan Bishop, please explain who and why.  Please ensure that your referees are aware of this application. **If you are providing us with their e-mail address, please obtain your referees’ permission.** |

|  |
| --- |
| Please give names and addresses of three persons to whom references can be made. At least one should be clerical and one lay. Please obtain their permission.  If you are a Team Vicar, Priest-in-Charge of a daughter church or Assistant Curate, have you given your Team Rector’s or Incumbent’s name as a reference?  Episcopal Referee:  Name:  Address:  Job Title:  E-mail:  Telephone No:  Lay Person in your congregation:  Name:  Address:  Job Title:  E-mail:  Telephone No:  Clerical Referee:  Name:  Address:  Job Title:  E-mail:  Telephone No:  Signature  Date |

|  |
| --- |
| **To the best of my knowledge and belief, the information supplied by me**  **on each section of this form is correct.**  **I hereby consent to the processing of sensitive personal material, as defined in the Data**  **Protection Act 1998, involved in the consideration of this application**  **Signed** **Date** |

**PRIVATE AND CONFIDENTIAL**

**NOTES**

|  |
| --- |
| This application will be subject to DBS Enhanced Disclosure and Health Declaration checks.  All applicants called for interview will be required to sign a statement relating to any criminal record or other relevant matters, as required by the House of Bishops Policy on Child Abuse, which will then have to be verified if you are the person to whom the post is finally offered.  Traveling expenses and subsistence allowance (in accordance with General Synod regulations) will be allowed to candidates selected for interview. |

**Signed** **Date**

**PRIVATE AND CONFIDENTIAL**

**PERSONAL DETAILS**

|  |
| --- |
| **This section will be detached from the form as it contains information that is strictly private and confidential. Unless you give explicit permission, it will not be seen by any members of staff, other than the Bishops’ and Archdeacons’ Offices.** |

|  |
| --- |
| Single  Married  Widowed  Separated  Divorced  Remarried  Married to partner who has been divorced  Civil Partnership  **Your Family**  **(i) Spouse**  Christian Names:  **(ii) Children**  Christian Names date of birth (optional) |

**PRIVATE AND CONFIDENTIAL**

|  |
| --- |
| **Family Name:** (block capitals) **Title:**  **Other Names in full:** (block capitals) **Preferred Name:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Nationality**  What is your nationality?  Are you a citizen of Britain or the EU?  Yes   |  | | --- | |  |     No   |  | | --- | |  |     If Yes, please attach a photocopy of your passport or, if not available, your birth certificate.  If No, please attach a photocopy of any permission you have to work in this country.  **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.) |

|  |  |  |
| --- | --- | --- |
| **Disclosure of Conviction(s):**  Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are **not** ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974.   |  |  | | --- | --- | | Have you been convicted of a criminal offence that is **not** spent?  Please answer YES or NO. |  |   If YES, please give details of date(s), offence(s) and sentence(s) passed  *(attach a separate sheet if necessary)*  **NB.** The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.  For legal and accounting professions, you are required to disclose all convictions, including those that **are** spent by virtue of the Rehabilitation of Offenders Act 1974. |

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

With very limited exceptions, appointment to an ecclesiastical office cannot be offered to anyone over the age of 70 except on a fixed or limited term licence. Are you under the age of 70?

**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.

Are you aware of any police enquiries undertaken following allegations against you, which may have a bearing on your suitability for this post?

**Promoting racial equality**

Are you a member or an active supporter of any political movement or any organisation whose constitution, policies, objectives or public statements are incompatible with the Church England’s commitment to promoting racial equality?

Where did you hear of this office?

|  |
| --- |
|  |

If appointed when would you be available to start?

|  |
| --- |
|  |

I certify the information given in this application is correct.

**Signature** **Date**