THE CHURCH OF ENGLAND

DIOCESE OF LONDON

APPLICATION FORM **CONFIDENTIAL**

Application for the office/post* of

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)

Currently licensed in the Diocese of

*You are either an office holder under Common Tenure or a post holder under contract. This will be made clear in the appointment process.

SECTION 2 – PRESENT APPOINTMENT

What is the title of your present appointment? Please give the date you started and a brief outline of the work.

SECTION 3 – FURTHER EDUCATION & PROFESSIONAL QUALIFICATIONS

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

a) Further education (including theological college or course). Please give qualification obtained with class if degree.

From	To	College, course, qualification

b) Other professional/practical qualifications obtained (e.g. teaching, social work, further study).

From	To	Qualification/ experience

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)

b) Offices & posts held since ordination and any other work done (full and part-time not 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 posts held concurrently (e.g. area dean, chaplaincies etc.). Please indicate major parish features (e.g. type of area, team ministry, ecumenical).

From	To	Post and description

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 POT) in the last 5 years. Include courses and activities both inside and outside the Church.

e) Any publications

SECTION 5: THEOLOGICAL & ECCESIAL

(a) What theological traditions have shaped your ministry, and with which do you feel most at ease today?

(b) With what patterns of worship are you most at ease?

(c) What are your priorities in ministry?

(d) What spiritual disciplines have moulded, and now mould, your daily life and ministry?

SECTION 6 – 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?

c) Other interests

Please indicate other recreational interests.

SECTION 7 - PERSONAL STATEMENT

Please state your reasons for applying for this post. What you write and how you write it will help those making the appointment build up a picture of you. You will want to outline how you meet each of the selection criteria (see person specification), drawing on gifts, skills, knowledge and experience from your previous career, both before and after ordination, responsibilities held and relevant interests. If the post applied for is in a different Church tradition from the one you have come from, give examples of how you have worked across traditions. You will also want to set out your thoughts about how you will take forward some of the challenges and issues set out in the role specification and/or Parish Statement.

PERSONAL STATEMENT – CONTINUED

SECTION 8 – PERSONAL EVALUATION

(a) What do you consider to be your particular strengths and weaknesses in ministry?

(b) What has satisfied you most in your life and work?

(c) What have you found most challenging?

(d) How would a good friend describe you?

(e) How would a penetrating critic describe you?

SECTION 9 – CONFIDENTIAL INFORMATION

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.

References:

Please give names, occupations, addresses and e-mails 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 their 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.

We expect to take up references before the interview unless you have indicated otherwise.

An episcopal reference will always be taken up prior to the interview.

Health:

Please specify any special access requirements you may have in order to attend interview.

Do you have any health-related condition that would affect your ability to carry out functions that are intrinsic to the post? (See person specification or parish profile for details.)

SECTION 9 – CONFIDENTIAL INFORMATION CONTINUED

Ecclesiastical Offices (Age Limits) Measure 1975 & Ecclesiastical Offices (Terms of Service) Regulations 2009

With very limited exceptions, appointment to an ecclesiastical office can only be offered to anyone 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

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. Priests from overseas may also require permission to officiate from the Archbishops under the provisions of the *Overseas and other Clergy (Ministry and Ordination) Measure 1967.*

Protecting children and vulnerable adults

The enclosed Confidential Declaration Form (Form 13) 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 and the GDPR.

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 post?

If appointed, when would you be available to start?

I certify the information given in this application is correct.

Signature

Date

NOTES: 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 and the GDPR apply to all references and commendations.

The successful candidate will be required to receive an enhanced disclosure 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.

Closing date for applications		Please return to:	
Interviews will be held on			

SECTION 10 – FAMILY AND PERSONAL INFORMATION

The information which you give in this section will not be discussed as part of the recruitment process, but will be retained in your personal file, and used to ensure that you and your family (where applicable) can receive appropriate pastoral care. It will also be used in assessing your housing and schooling needs.

(i) 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.

(ii) Your Family:

Your Spouse

Christian Names	
Profession / Occupation	

Any other family members living at home with you?

Names	
Relationship to you	

Your children

Christian Names	Date of Birth

NOTES FOR APPLICANTS

Increasingly 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. In completing the form you should ask yourself "What might I under God be able to bring to the needs of this office?"

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. 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 7 – 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. Don't forget to include information about things you have done in your career before ministry or relevant interests. But don't be too detailed: 2 pages of personal statement is enough. The interview gives the opportunity to explore these areas further.

If there is a particular requirement about a post holder e.g. if a PCC has passed a Resolution under the House of Bishops' Declaration on the Ministry of Bishops and Priests and a woman is not an acceptable appointee, or someone remarried after divorce and with a former partner still living is not acceptable, the person specification needs to 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. If you are in any doubt about your eligibility you should ask the bishop's office 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 has to assure himself that your lifestyle is consonant with a) priestly ministry and b) the person specification for the post.