



CONFIDENTIAL

APPLICATION FORM

Application for the office of

RESOURCES CREATOR

SECTION I

Surname

Christian names

Address

Home telephone number

Mobile number

E-mail

SECTION 2

Give Details of your present employment, including start date and current salary

SECTION 3 – FURTHER EDUCATION AND PROFESSIONAL QUALIFICATIONS

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

a) Further education. Please give qualification obtained with class if 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 Please give details, with dates, with earliest first. Please explain any gaps and give a relevant address for each appointment. Continue on another page if necessary.

From	To	Description (nature of work and responsibilities)

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

e) Any publications

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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 current profession.

c) Other interests

Please indicate other recreational interests.

SECTION 6 – PERSONAL STATEMENT

Please state your reasons for applying for this office. 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 elements of the person specification, drawing on gifts, skills, knowledge and experience from your previous career, responsibilities held and relevant interests. 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. If the office applied for is in a different church tradition from the one you have come from give examples of how you have worked across traditions.

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.

References:

Please give names, occupations and addresses (including e-mail if possible) of two people to whom reference can be made and the capacity in which they have known you. Referees should have a detailed up-to-date knowledge of your work. Please obtain their permission.

References will be obtained after the interview and any job offer will be dependent upon receipt of two satisfactory references.

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.)

Marital status:

Please describe your marital status (married, separated, co-habiting, divorced, widowed, civilly partnered, civil partnership dissolved, divorced and remarried with spouse still living)

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.

Protecting children and vulnerable adults

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

Yes/No

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 of England's commitment to promoting racial equality?

Yes/No

Where did you hear of this position?

If appointed when would you be available to start?

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. If it is completed and submitted electronically a signed copy should also be sent by post. Please use black ink on hard copies of the form.

Closing date
for
applications
Interviews
will be held
on

tbc
tbc

Please
return to:

The Chairman Church Union 16 Commercial Street, Birmingham B1 1RS

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. 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. 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. Don’t forget to include information about things you have done in your career before ministry or relevant interests. Concentrate on facts, things your interests have caused you to do, rather than mentioning a general interest in a particular subject. But don’t be too detailed, 2 pages of personal statement is enough. The interview gives the opportunity to explore these areas further.

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.

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.

Application for the office of:

I What is your ethnic group?

A White

White UK	<input type="text"/>	Irish	<input type="text"/>
White non UK	<input type="text"/>		
White UK	<input type="text"/>		
Any other white background (please give details)	<input type="text"/>		

B Mixed

White and black Caribbean	<input type="text"/>	White and Asian	<input type="text"/>
White and black African	<input type="text"/>		
Any other mixed background (please give details)	<input type="text"/>		

C Asian or Asian British

Indian	<input type="text"/>	Pakistani	<input type="text"/>
Bangladeshi	<input type="text"/>		
Any other Asian background (please give details)	<input type="text"/>		

D Black or black British

Black Caribbean	<input type="text"/>	Black African	<input type="text"/>
Any other black background	<input type="text"/>		

E Chinese or other group

Chinese	<input type="text"/>	Vietnamese	<input type="text"/>
Any other ethnic group (please give details)	<input type="text"/>		

2 Gender

Male

Female

3 Age Group

16 – 25
36 – 45
56 – 65
Over 70

26 – 35
46 – 55
66 – 70

4 Disability

Do you consider yourself to have a disability or a long term health condition?

Yes

No

5 Marital Status

Single
Married
In a civil partnership
Married after divorce
with a partner still living

Separated
Divorced
Civil partnership dissolved

6 Pregnancy

Are you pregnant or on maternity leave?

Yes

No

Form dated June 2018