



THE CHURCH
OF ENGLAND

Application Form

Please complete this application form in **black** ink and return it to
the the person named on **Page 8** at the given address.

All correspondence should be marked "**Private & Confidential**".

Bradford Diocesan Office
Kadugli House
Elmsley Street
Steeton
Keighley
West Yorkshire
BD20 6SE

Tel: 01535 650555
Fax: 01535 650550

future
faithful

Application for the post of:

SECTION 1

Surname

Christian Names

Address

Telephone

Mobile

Email

Fax

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)

SECTION 2

i) **What is your present appointment? Please give some description of the work.**

SECTION 3 - PRE-ORDINATION

Please give details, with dates

ii) Principal secondary schools

From	To	School
<input type="text"/>	<input type="text"/>	<input type="text"/>

iii) Further education (including Theological College or Course)

Please give qualification obtained with class if degree.

From	To	College, Course etc.
<input type="text"/>	<input type="text"/>	<input type="text"/>

iv) Other professional/ practical qualifications obtained (e.g. teaching, social work).

From	To	Qualification / Experience
<input type="text"/>	<input type="text"/>	<input type="text"/>

v) Career before ordination - please give a short indication of the nature of the work and responsibilities.

SECTION 4 - MINISTRY SINCE ORDINATION

- i) **Posts held since Ordination** (full and part-time in chronological order not including present appointment).

Please list these carefully with dates in chronological order, with separate entries for posts held concurrently.

(eg Rural Dean, chaplaincies, etc.) Please indicate major parish features (eg type of area, team ministry, ecumenical).

From	To	Post & Description

- ii) **Responsibilities in the wider church**

Please indicate, with dates, tasks undertaken for the wider Church (eg Synodical responsibilities at any level, Diocesan Committees and Working Parties served on, ecumenical involvement, or work for a Church voluntary organisation).

From	To	Description

iii) Continuing Ministerial Education

Please list training courses attended (other than CME 1-4).

iv) Publications

v) Churchmanship Tradition

What theological traditions have shaped your ministry? With which do you feel most at ease today?

SECTION 5

vi) Responsibilities in the community

Please list tasks undertaken, eg School Governor, political or community service.

ii) Other areas of interest

Please indicate special areas of concern, etc, particular issues in the contemporary life, international matters, academic or artistic interests.

iii) Beyond the Parish

The Diocese is seeking to implement a recommendation from the Society of Martha & Mary's report entitled 'Affirmation & Accountability', which suggests that 5% - 10% of incumbents' ministry is spent outside the immediate local context. What particular areas would you be interested in exploring?

iv) Hobbies / Recreation

SECTION 6 - MARITAL STATUS

Single	Married	Widowed	Separated	Divorced	Remarried`	Married to a partner who has been divorced

Your Family:

i) Spouse

Christian Names

Profession/ Occupation

ii) Children

Christian Names	Date of Birth

SECTION 7 - HEALTH

Please mention any disability or health problem of a member of your immediate family which affects, or may in future affect, your field of work.

SECTION 8

Please state your reasons for applying for this post

Where did you hear of this post?

Do you have any unspent criminal convictions? Yes No

If yes, then please send a letter detailing your criminal record to Mrs D Child, Human Resources Manager, Kadugli House, Elmsley Street, Steeton, Keighley, BD20 6SE marked 'Private & Confidential'.

Do you possess a current full Driving Licence?

Do you own a car?

Motorcycle?

If no, how do you intend to cover your duties in and beyond the parish within a reasonable timescale?

SECTION 9

References

Please give names, addresses, telephone and fax numbers of three persons to whom reference can be made. At least one should be clerical and one lay. Please do not give your Bishop as a referee as he will be approached separately

Name			
Occupation			
Address			
Telephone			
Email			

Are your papers available from the Clergy Appointments Adviser?

Signature:

Date:

NOTES

If you are a Team Vicar, Priest-in-Charge of a daughter church or Assistant Curate, please give your Team Rector's or Incumbent's name as one referee?

It is important that this application form is completed by applicants. A Curriculum Vitae is not an acceptable substitute.

A confidential reference will also be requested from your Diocesan Bishop or Area Bishop in addition to other references.

All applicants who are called for interview will be required to undertake an enhanced CRB check [ISA Registration check] as required by the House or Bishops Policy on Child Abuse.

Travelling expenses and subsistence allowance (in accordance with General Synod regulations) will be allowed to candidates selected for interview.

Closing Date for applications

Interviews

Please return to:

SECTION 10 - Additional Information - Strictly Confidential

Information provided in this section will be detached from your application and used only by Personnel.

Medical History:

Have you had any serious illnesses?

Yes

No

Do you suffer from recurring ailments?

Yes

No

Are you aware of any aspect of your health which could affect your ability to undertake the job/post?

Yes

No

If you answer YES to any of the above, please supply brief details, including dates, as appropriate.

.....
.....
.....

Signed: Date:

Asylum and Immigration Act 1996

Under the provisions of Section 8 of the Asylum and Immigration Act 1996 it is necessary to ensure that all employees have the right to work in the UK. If you are not a British citizen or a citizen of another country in the European Economic Area you will require a work permit.

Would you require a work permit to take up this role?

Yes

No

If you already have a work permit on what date does it expire?
(please note that your current work permit may not be valid for this post)

Disability Discrimination Act 1995 / Impaired Ability

The Diocese seeks as far as possible to be an equal opportunities employer. The aim of its employment policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of disability (see DBF Code of Employment Practice 23/9/99).

Under the terms of the above act a disability is defined as a 'physical or mental impairment which has a substantial and long term effect on a person's ability to carry out normal day to day activities'.

Do you consider yourself to have a disability under the terms of the act?

Yes

No

- 1) If yes, please give brief details of the disability and any adjustments which would need to be made to enable you to carry out the duties listed for this post.
- 2) Are there any arrangements you would like the Diocese to make to accommodate your needs if called for interview?

NB

- *All candidates must note that no offer of a job/post will be made until:*
- *Satisfactory completion of legal checks.*
- *Enhanced Criminal Record Bureau Disclosure Check; ISA Registration check*
A criminal record will not necessarily bar an application from employment with the DBF. It will depend on the nature of the post and the circumstances of the offence, however posts entailing work with children or young people fall outside the Rehabilitation of Offenders Act 1974;
- *Immigration checks have been made;*
- *Receipt of references;*
- *Approval from the Bishop of Bradford where his licence is required for part of the duties.*

Data Protection Act 1998 and Declaration

Applicants are advised that any information contained in, or derived from, their application may be retained in both manual and computerised format for the purposes of recruitment administration, the production of statistical data related to recruitment or equal opportunities and, on appointment, personnel, payroll and pensions administration. Information contained in, or derived from, unsuccessful applications and/or the interview process may be retained for a maximum of 24 months.

I hereby consent to the continued processing of all such sensitive data as outlined above.

To the best of my knowledge and belief the information supplied by me on each section of this form is correct. I understand that deliberately falsifying or withholding information in this form or any documentation relating to my future appointment may result in non-appointment or, if employed, dismissal.

Signed:

Print:

Date:

Equal Opportunities Monitoring Sheet

The Diocese of Bradford aims to be an equal opportunities employer. We want to encourage applications from all sections of the community. To help us be sure that we are doing this, we ask all applicants to complete this form. If we find that certain groups are under-represented, we will look at ways to change this. This form will only be used for these purposes and will not be used as part of the selection and appointment process.

Ethnic group question (based on the 2001 national population Census classification)

Choose **one** section from A to E, then tick the appropriate box to indicate your cultural background.

A White

- British
- Irish
- Any other white background, please write in

B Mixed

- British
- Irish
- Any other white background, please write in

C Asian or Asian British

- British
- Irish
- Any other white background, please write in

D Black or Black British

- British
- Irish
- Any other white background, please write in

E Chinese or other ethnic group

- British
- Irish
- Any other white background, please write in