



THE CHURCH
OF ENGLAND

Application Form

Please complete this application form in **black** ink and return it to the Human Resources Manager at the address below.

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

Mrs Debbie Child
Human Resources Manager
Bradford Diocesan Office
Kadugli House
Elmsley Street
Steeton
Keighley
West Yorkshire
BD20 6SE

Tel: 01535 650555
Fax: 01535 650550

*future
faithful*

Part A: Personal Information

Position applied for (*block capitals*):

Family Name (*block capitals*): Title:

Other Names (*block capitals*): Preferred Name:

Address (*block capitals*): Telephone numbers:

Home:

Mobile:

Email:

Post Code: May we telephone you on your mobile?

Yes No

National Insurance No: If yes, what time would be most convenient?

.....

Are you, to your knowledge, related to any member of the Bradford Diocesan Board of Finance, any holder of Senior Office within the Diocese or anyone likely to be involved in the recruitment process for the post for which you are applying?

If yes, please state the person(s) and relationship(s).

If the person specification for the post for which you are applying requires candidates to be able to travel as part of their day to day work please confirm the following:

Do you have a valid driving licence for the UK? Yes No

Do you have access to a vehicle which can be used for work purposes? Yes No

If no, please state how you will be able to undertake this role within a reasonable timescale.

Should you have a disability which affects your ability to drive and wish to apply for a post which requires the ability to travel please provide details of the disability and of any reasonable adjustments in section F of this form.

Applicants for all posts are required to have sympathy with the ethos of the Church of England. A limited number of posts which we advertise require candidates to have particular religious affiliation, as a genuine occupational requirement of the role.

If the person specification for the post for which you are applying requires candidates to have a particular religious affiliation, please indicate how you meet this criteria:

Part B: Education and Training

Secondary Schools attended:	From:	To:	Details of subjects and examination results:

Further Education:	From:	To:	Details of examination results and qualifications held:

Continual Professional Development Course title and subject:	Duration:	Certificate/Qualification/Date Awarded (as appropriate):

Membership of Professional Organisations: Please give details of membership of any professional body, including the name of the awarding institute, class of membership (Associate, Fellow etc), your membership number and date awarded.

Part C: Employment History

With your **current/most recent** appointment first please give details of all substantive employment (paid and voluntary) that you have undertaken in the course of your career.

Name of Employer: Address of Employer:	Position held: Start date: End date: Reason for leaving: <i>(if appropriate)</i>
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<p>Name of Employer:</p> <p>Address of Employer:</p>	<p>Position held:</p> <p>Start date:</p> <p>End date:</p> <p>Reason for leaving: <i>(if appropriate)</i></p>
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<p>Name of Employer:</p> <p>Address of Employer:</p>	<p>Position held:</p> <p>Start date:</p> <p>End date:</p> <p>Reason for leaving: <i>(if appropriate)</i></p>
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(Continue on a separate sheet if necessary. Please put your full name on any additional sheets).

<p>Please also give details of any gaps in employment:</p>
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Part D: Information in Support of your Application

<p>Describe your current/most recent appointment in terms of its responsibilities and relationships: <i>(Continue on a separate sheet if necessary. Please put your full name on any additional sheets).</i></p> <p>What period of notice would you be required to give to your present employer?</p>
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Please give your reasons for applying for this post and, using the person specification as a guide, detail your suitability for the post, including details of voluntary work or community service undertaken which is relevant to this application (including any offices held in the Church).

(Continue on a separate sheet if necessary. Please put your full name on any additional sheets).

Leisure/recreational interests and/or hobbies:

Part E: Additional Information - Strictly Confidential

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

Position applied for:

Family name (*block capitals*):

Title:

Preferred name:

Date of Birth:

If this post has been advertised as suitable for job share please indicate below the basis on which you would like to apply for this post.

Full Time

Job Share

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 27/08/09).

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?

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:

Rehabilitation of Offenders Act:

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. 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.

Have you been convicted of a criminal offence that is **not** spent? Yes No

If yes, please give details of date(s), offence(s) and sentence(s) passed, or send a letter marked 'Personal & Confidential' to the Human Resources Manager with the details:

.....
.....

(Continue on a separate sheet if necessary. Please put your full name on any additional sheets).

NB For legal and accounting professions and those positions involving regular work with **children or vulnerable adults** you are required to disclose **all** convictions, including those that **are** spent by virtue of the Rehabilitation of Offenders Act 1974.

If you are applying for such a post, please answer the following questions:

Have you been convicted of a spent criminal offence? Yes No

If yes, please give details of date(s), offence(s) and sentence(s) passed, or send a letter marked 'Personal & Confidential' to the Human Resources Manager with the details:

.....
.....

(Continue on a separate sheet if necessary. Please put your full name on any additional sheets).

References

Please give full details, including the correct style of address, of people who have agreed to supply references. If you are, or have been employed, reference should be from the line manager of your most recent employers. If you have not been in recent employment please supply details of referees from previous or academic referees. Please note that personal references will not normally be accepted, except where such an individual is able to give a professional judgement on your suitability for the post for which you are applying. Should this requirement cause you difficulties please contact the Human Resources Manager at the Diocesan Office on 01535 650521, who will be pleased to help.

Current Employer *

Name:

Job Title:

Address:

Email:

Telephone No:

May we contact your current employer prior to interview?

Yes

No

(* If an applicant gives a reason acceptable to the Selection Panel, an employment reference may be taken from a previous rather than a current employer).

Character Reference

Name:

Job Title:

Address:

Email:

Telephone No:

Ecclesiastical Reference *(if required)*

Name:

Job Title:

Address:

Email:

Telephone No:

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