

# hOME

AN EXPERIMENTAL CHRISTIAN COMMUNITY IN OXFORD

CONFIDENTIAL

## APPLICATION FORM

Application for the office of

## SECTION I

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)

### **Lay ministers**

First licensed/commissioned in  
the Diocese of

In (year)

## **SECTION 2 – PRESENT APPOINTMENT**

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

### SECTION 3 – FURTHER EDUCATION AND PROFESSIONAL QUALIFICATIONS

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

**a) Further education (including theological college or course).** Please give qualification obtained with class of 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 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 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 offices held concurrently (e.g. rural dean, chaplaincies etc.). Please indicate major parish features (e.g. type of area, team ministry, ecumenical). Please provide a contact address where the post is not parochial or diocesan.

From	To	Office and description (nature of work and responsibilities)	Contact address if not a parochial or diocesan post

**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 IME 1-7) in the last 5 years. Include courses and activities both inside and outside the Church.

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**f) Theological and ecclesiological**

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

**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 ministry?

**c) Other interests**

Please indicate other recreational interests.

**SECTION 6 – PERSONAL STATEMENT**

Please state your reasons for applying for this office. Please draw on the person specification and principle tasks as set out in the job description, and the information in the parish profile to do so. You may extend the text box.

## 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 and the Bishop.**

If you are appointed to the office you will be invited to provide information about you and your family so you can receive appropriate pastoral care.

### **References:**

Please give names, occupations and addresses (including e-mail if possible) 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 his 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.


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We expect to take up references before the interview unless you have indicated otherwise. An Episcopal reference will always be taken up prior to interview.

### **Health:**

Please specify any special access requirements you may have in order to attend interview e.g. deaf loop system

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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.)

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## 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 – the Confidential Declaration Form

The Confidential Declaration Form 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 GDPR regulations. A Confidential Declaration can be found with this application form.

## 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

**If appointed, when would you be available to start? (Please note actual start date will depend on mutual agreement and on possible licensing dates)**

**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. 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 GDPR regulations apply to all references and commendations.

The successful candidate will be required to receive an enhanced disclosure (which will include a check of the barred lists) 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

Friday 18 January 2018
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Interviews will be held on

Early February 2018
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Please return to:

<i>Rebecca Sutton, Chair of Trustees, rcksutton@gmail.com</i>
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## 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.

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.

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. You may include relevant information about things you have done in your career before ministry or relevant interests. Concentrate on facts and provide evidence, as your application will be scored on the basis of the evidence provided.

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.

## CONFIDENTIAL

**Personal details will be kept in a confidential file.**

For beneficed clergy, those who hold the Bishop's licence or permission to officiate, employees, ordinands and volunteers who are likely to be in regular contact with children and / or vulnerable adults.

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Diocesan Safeguarding Adviser. All forms will be kept securely under the terms of the Data Protection Act 1998 and GDPR regulations.

If you answer yes to any question, please give details of the offence, date committed and any sentence, on a separate sheet if necessary, giving the number of the question you are answering.

- 1 Have you ever been convicted of a criminal or military offence? (including any 'spent convictions' under the Rehabilitation of Offenders Act 1974 that are not subject to Disclosure and Barring Service filtering rules) (see notes 1,2,&3 below)

**Please tick**                      **YES**               **NO**  

- 2 Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace that are not subject to Disclosure and Barring Service filtering rules? (see notes 1,2,&3 below)

**Please tick**                      **YES**               **NO**  

- 3 Are you at present under investigation by the police or an employer for any offence that is not subject to Disclosure and Barring Service filtering rules ? (see notes 1 & 3 below)

**Please tick**                      **YES**               **NO**  

- 4 Has your name been placed on the Protection of Children Act List (POCA), List 99, the Protection of Vulnerable Adults List (POVA) or the barred list maintained by the



order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

**Please tick**                      **YES**               **NO**  

9      Have you any health problems which might have health and safety implications in relation to your work with children or with vulnerable adults?

**Please tick**                      **YES**               **NO**  

*If yes, please give full details, continuing on a separate sheet if necessary*

10     Have you ever been known by any name other than the one given below?

**Please tick**                      **YES**               **NO**  

*If yes please give full details, including the dates the name was used from and to.*

11     In the past 5 years have you had any home address other than the one given below?

**Please tick**                      **YES**               **NO**  

*If yes, please give full details, continuing on a separate sheet if necessary.*

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DECLARATION

**I declare that the above information (and that on the attached sheet(s) where applicable) is accurate and complete to the best of my knowledge.**

**Signed** ..... **Date**.....

**Full Name** .....

**Address** .....

.....

.....**Postcode**.....

**Date of Birth** .....

**Before an appointment can be confirmed applicants must provide an enhanced or enhanced plus disclosure from the Disclosure and Barring Service where the role is eligible. Consult with your Incumbent/Priest in Charge, Parish Safeguarding Officer or Diocesan Safeguarding Adviser for details of the process.**

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1. <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates> & <https://www.gov.uk/government/publications/dbs-filtering-guidance>
  2. [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/148542/rehabilitationoffenders.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitationoffenders.pdf)
  3. Declare all that are not subject to DBS filtering rules (see note 1) except technical motoring offences leading only to a fine.
  4. *Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom you had pastoral responsibility or were in a position of trust.*