

## NOTES FOR COMPLETION OF APPLICATION FORM

Please read these general notes before completing the application form

- You may submit your application either electronically or by post. Electronic versions should be submitted to \*\*\*\*\* and by post the address is \*\*\*\*\***Please mark your application 'STRICTLY PRIVATE AND CONFIDENTIAL - APPLICATION'**
- It is important that this application form is completed in full by all applicants. We will not accept Curriculum vitae as a substitute.
- Wherever possible please submit the form electronically as a pdf.
- If submitting a hard copy either printed or handwritten please use single sided sheets and complete in black ink.
- Please do not staple the pages together (to enable separation of the confidential sections).
- Where indicated as applicable to the post, the successful candidate will also be required to receive a satisfactory Disclosure & Barring Service check.
- The Data Protection Act of 1998 applies to all references and commendations.
- Closing date for receipt of applications is as stated in the advertisement and/or diocesan website.
- **Please assist us in monitoring our recruitment processes by completing the separate Diversity and Monitoring form.** This will not be seen by any member of staff except those administering the Human Resources function and will not affect your application in any way. You may send the monitoring form either with your application, sealed in a separate envelope, or by post or email to the monitoring officer at the address given above.

**Please retain this page for your information – you do not need to return it with your application form.**

# DIOCESE OF ST EDMUNDSBURY AND IPSWICH

## APPLICATION FORM

|                              |  |                                 |
|------------------------------|--|---------------------------------|
| <b>Position applied for:</b> |  | <b>Ref:</b><br>(For office use) |
|------------------------------|--|---------------------------------|

### Part A – Personal Information

|                                |  |
|--------------------------------|--|
| <b>Surname</b>                 |  |
| <b>Title</b>                   |  |
| <b>Forename(s)</b>             |  |
| <b>Address</b>                 |  |
| <b>Home contact number</b>     |  |
| <b>Daytime contact number</b>  |  |
| <b>Mobile telephone number</b> |  |
| <b>Email</b>                   |  |

|   |  |
|---|--|
| <b>What period of notice are you required to give to your present employer?</b> |  |
|---|--|

### Declaration

I declare that the information I have given in each section of this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby give my consent to the St Edmundsbury & Ipswich Diocesan Board of Finance holding and processing sensitive personal data supplied on this application form under the terms of the Data Protection Act 1998.

Signed: .....

Date: .....

|                              |  |                  |
|------------------------------|--|------------------|
| <b>Position applied for:</b> |  | (For office use) |
|------------------------------|--|------------------|

## Part B – Education and Qualifications

*Please give details of examinations passed and qualifications gained.*

| From GCSE or equivalent to degree level in chronological order |                       |
|--|-----------------------|
| Establishment  | Qualifications gained |
|  |                       |

| Postgraduate education, in-service training or study or any other professional qualifications |                       |
|---|-----------------------|
| Establishment   | Qualifications gained |
|   |                       |

## Part C – Employment History

*Starting with your present appointment, please state, in reverse chronological order, what you have done in the course of your career. Please provide details for any period you were not either working or in full time education. (Ordained applicants please include both pre and post ordination.)*

| Dates<br>From To |  | Name and address<br>of<br>employer/diocese | Position held and brief<br>description<br>of responsibilities | Reason<br>for leaving | Salary<br>Received |
|------------------|--|--|---|-----------------------|--------------------|
|                  |  |  |   |                       |                    |

**Part C (cont) – Employment History** *(please continue on this sheet if necessary)*

| <b>Dates</b> |           | <b>Name and address of employer</b> | <b>Position held and brief description of responsibilities</b> | <b>Reason for leaving</b> | <b>Salary Received</b> |
|--------------|-----------|-------------------------------------|--|---------------------------|------------------------|
| <b>From</b>  | <b>To</b> |                                     |  |                           |                        |
|              |           |                                     |  |                           |                        |

## **Part D – Further information in support of your application**

*Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application.*

*For example, you may include details of any other training, qualifications or skills relevant to the post, leisure interests and hobbies etc or details of voluntary work of relevance to this application. Please include any offices and/or responsibilities held either locally or nationally in the Church of England.*

*In particular, looking at the person specification please give examples of how you meet the criteria.*

*If this post has a genuine occupational requirement (GOR) please state how you meet this.*

## PART E – Confidential information

This section will be detached from the main part of the application form and will not be seen by any member of staff except those administering the Human Resources function.

### Referees

Obtaining references is an essential part of our recruitment process and will normally be taken up prior to interview. However, we will not contact a referee without your express permission. (Ordained applicants should note that in addition to other references a confidential reference will also be requested from your bishop.)

**Please give details of two people willing to act as referees, one of whom will normally be your current or most recent employer. The other should be someone who is not a relative or contemporary.**

|  |            |  |           |  |
|--|------------|--|-----------|--|
| <b>Name:</b>                           |            |  |           |  |
| <b>Address:</b>                        |            |  |           |  |
| <b>Email:</b>                          |            |  |           |  |
| <b>Tel No:</b>                         |            |  |           |  |
| <b>Position / Occupation:</b>          |            |  |           |  |
| <b>May we contact this person now?</b> | <b>Yes</b> |  | <b>No</b> |  |

|  |            |  |           |  |
|--|------------|--|-----------|--|
| <b>Name:</b>                           |            |  |           |  |
| <b>Address:</b>                        |            |  |           |  |
| <b>Email:</b>                          |            |  |           |  |
| <b>Tel No:</b>                         |            |  |           |  |
| <b>Position / Occupation:</b>          |            |  |           |  |
| <b>May we contact this person now?</b> | <b>Yes</b> |  | <b>No</b> |  |

### 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 the successful candidate.

### [Promotion of 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

### Health

Do you need any special facilities to help you attend an interview?

Please give details of any arrangements or facilities you may require to enable you to attend an interview for the post for which you are applying.

|                      |
|----------------------|
| <br><br><br><br><br> |
|----------------------|

### Rehabilitation of Offenders Act

Applications from ex offenders are welcomed and will be considered on their merit. You are required to disclose any convictions which are not 'spent' under the Rehabilitation of Offenders Act 1974.

For legal and accounting posts you are required to disclose all convictions, including those that are 'spent' by virtue of the Act.

Have you been convicted of any criminal offence that is not 'spent'

Yes  No

If you have answered yes please give details of date(s), offence(s) and sentence(s) passed.

|                      |
|----------------------|
| <br><br><br><br><br> |
|----------------------|