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|  | | | **CONFIDENTIAL** | |
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| **Application Form** |  |  |  | |
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| Application for the office of |  | | | |
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| **SECTION 1** |  |  |  | |
|  |  |  |  | |
| 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) |  |
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| ***Lay ministers*** |  |  |  |  |
|  |  |  |  |  |
| First licensed/commissioned in the Diocese of |  | | In (year) |  |

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| **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. |
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| **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 | | |
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| **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 | | | | |
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| **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) | | |
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| **b) Offices held since ordination and any other work done** (full and part-timenot 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 |
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| **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 | | |
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| **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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| **e) Any publications** | | | |
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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? | | | |
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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? | | | |
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| **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? | | | |
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| **c) Other interests**  Please indicate other recreational interests. | | | |
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| **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, both before and after ordination, 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. | | | |
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| **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. | | | |
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| Are your papers available from the Clergy Appointments Adviser? | | | Yes/No |

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| **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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| **Marital status:**  Please describe your marital status. You should specify whether you are single, married, or in a civil partnership, separated, divorced, widowed, or formerly in a civil partnership now dissolved. You should also specify whether you are divorced and remarried with a previous spouse who was still living at the time of your marriage, and/or whether you are married to a person who has been previously married whose former spouse was still living at the time of your marriage. | | | | | | |
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| **Ecclesiastical Offices (Age Limits) Measure 1975** | | | | | | |
| With very limited exceptions, appointment to an ecclesiastical office can only be offered to priests over the age of 70 on a fixed or limited term licence. Are you under the age of 70? | | | | | Yes/No | |
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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. | | | | |  | |
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| **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. A Confidential Declaration can be found with this application form. | | | | | | |
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| **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 |
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| **Where did you hear of this office?** | | | | | | |
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| **If appointed when would you be available to start?** | | | |  | | |
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| **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.  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 applies 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.  **Please return this form to: The Right Revd Graeme Knowles, The Bishop’s Office, 4 Park Road, Ipswich IP1 3ST or** [**bishop.graeme@cofesuffolk.org**](mailto:bishop.graeme@cofesuffolk.org)**.** | | | | | | |

**Church Of England Confidential Declaration Form**

*The Confidential Declaration Form must be completed by all those wishing to work with children and/or adults who may be 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.*

*If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question which you are answering.*

*Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1st December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).*

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules[[1]](#footnote-1)? (Include both ‘spent[[2]](#footnote-2)’ and ‘unspent’ convictions)
2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules[[3]](#footnote-3)?

*Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, reprimands etc. that are not subject to the DBS filtering rules (see footnotes 4 and 6).*

*Broadly, where your position/role involves substantial contact with children and/or adults who may be vulnerable you will be expected to declare* ***all*** *convictions and/or cautions etc., even if they are ‘spent’ provided they have not been filtered by the DBS filtering rules.*

***If your position/role does not involve substantial contact with children and/or adults who may be vulnerable you should only declare ‘unspent’ and ‘unfiltered’ convictions/cautions etc.***

*Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.*

*If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and/or adults who may be vulnerable.*

1. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence/misconduct?
2. Have you ever been prohibited and/or barred from work with children and/or vulnerable adults?
3. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and/or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and/or vulnerable adult was at risk of significant harm from you[[4]](#footnote-4)?
4. Has your conduct ever caused or been likely to cause significant harm to a child and/or vulnerable adult, and/or put a child or vulnerable adult at risk of significant harm?

*Note: Make any statement you wish regarding any incident you wish to declare*

1. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?  
     
   If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

*Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, Children’s Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.*

1. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation?

*Note: All these matters shall be checked with the relevant authorities*

**Declaration**

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge

Signed…………………………………….

Full Name………………………………..Date of Birth………………………………..

Address…………………………………………………………………………………………

……………………………………………………………………………………………………..

Date………………………………………..

Please return the completed form to ……………………………………………………………………………….

*Before an appointment can be made applicants who will have substantial contact with children and/or adults who may be vulnerable in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service.*

*All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and/or adults who are vulnerable.*

*Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and/or an adult who may be vulnerable or at risk.*

1. You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) it does not appear on the DBS’s list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b), (c) and (d) in order to be filtered**. Further guidance is provided by the DBS and can be found at [www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates) and [www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance) [↑](#footnote-ref-1)
2. Please note that the ‘rehabilitation periods’ (i.e. the amount of time which has to pass before a conviction etc. can become ‘spent’) have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never ‘spent’. For further guidance in relation to the ‘rehabilitation periods’, please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/> [↑](#footnote-ref-2)
3. You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS’s list of specified offences referred to in footnote 1 above. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered** [↑](#footnote-ref-3)
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 an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. [↑](#footnote-ref-4)