**Confidential**

**Diocese of Lichfield Application Form**

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**Name**

**Application for the Office of**

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***Please read notes to applicants on page 13 prior to completing this form***

 ***Sign when each section has been completed***

|  |  |
| --- | --- |
|  | Signature |
| Application form- personal details |  |
| References |  |
| Health Declaration |  |
| Marital status |  |
| Ecclesiastical offices |  |
| Promoting racial equality |  |
| Where did you hear about this job? |  |
| When would you be able to start |  |
| Confidential Declaration |  |
| Privacy Notice |  |

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|  | **CONFIDENTIAL** |
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| ***APPLICATION FORM*** |  |  |  |
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| *Application for the office of* |  |
|  |  |  |  |
| ***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) |  |
|  |  |  |  |  |
| ***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, with earliest first, 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.  |
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| 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. |
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| 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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| **I certify the information given in this application is correct** |
|  |  |  |  |  |
| Signature |  | Date |  |
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| 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 General Data Protection Regulation 2016/679 (the “GDPR”) and the Data Protection Act 2018, (the “DPA 2018”) 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. |
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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. In completing the form you should ask yourself “What might I under God be able to bring to the needs of this office?”

Please complete and submit the electronic application to the address provided, alternatively if you do not have access to IT please request a hard copy application and return to the provided address. If you have a disability which requires you to submit your form in a different format or method, please contact us and we will do our utmost to assist you.

Start with the most recent one first when listing dates.

Please complete each section fully. Saying ‘see CV attached’, for example, is not sufficient.

Once you have completed the form read it through and check you have shown how you meet each of the criteria.

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. Don’t forget to include information about things you have done in your career before ministry or relevant interests. Concentrate on facts, things your interests have caused you to do, rather than mentioning a general interest in a particular subject. But don’t be too detailed, 2 pages of personal statement is enough. The interview gives the opportunity to explore these areas further.

If there is a particular requirement about a post holder e.g. a PCC has passed a Resolution under the House of Bishops’ Declaration on the Ministry of Bishops and Priests, and a woman is therefore not an acceptable appointee or someone remarried after divorce and with a former partner still living is not acceptable, the person specification needs to make this clear and if appropriate you need to address it in your personal statement.

Some requirements however are more general and will not be mentioned in the person specification. For example, the Ecclesiastical Offices (Age Limit) Measure 1975 does not allow the appointment of those over 70 unless in a fixed or limited term licensed appointment under regulation 29(1) (b). If you are in any doubt about your eligibility, you should ask those responsible for making the appointment before you complete your application.

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.

The bishop may ask you questions about the confidential information at your private interview because he or she has to assure himself or herself that your lifestyle is commensurate with a) priestly ministry and b) the person specification for the post.

If you are appointed, you will be invited to provide information about you and your family so the bishop has the information he or she needs to provide you with pastoral care.