

APPLICATION FORM

Application for the post of	
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SECTION 1

Title

Surname

Christian names

Address

Home telephone number

Mobile number

Confidential E-mail

Ordained deacon in the Diocese of

In
(year)

Ordained priest in the Diocese of

In
(year)

PLEASE NOTE: All boxes on this form will expand as you type, please feel free to give details and do not feel constrained by the spaces on the form.

SECTION 2 – PRESENT APPOINTMENT

What is your present appointment? Please give the date you started and provide details of the ministry you have undertaken including a brief description of the responsibilities and any particular achievements.

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SECTION 3 – EDUCATION AND TRAINING

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

a) Further education (including theological college or course). Please give qualification obtained with class if degree.

Further/ Higher education – college / course / university attended	From	To	Qualifications obtained (with subjects studied and classes awarded)

b) Other professional / practical qualifications obtained e.g. teaching, social work, further study.

Other professional / vocational qualifications – college/ university attended	From	To	Qualifications obtained (with subjects studied and classes awarded)

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Please list membership of any professional organisations.

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SECTION 4 - PRE-ORDINATION CAREER

Please provide details on any pre-ordination roles that you held, including leadership roles in the church.

Position held and employer	Brief description of responsibilities and any particular achievements	Dates from and to (including reason for leaving)

SECTION 5 – MINISTRY SINCE ORDINATION

a) Posts held since ordination (full and part-time not including present appointment).

Please list these, with separate entries for posts held concurrently (e.g. rural dean, chaplaincies etc). Please indicate major features of the role (e.g. type of area, team ministry, ecumenical) and provide details of your ministry in each role and set out any particular achievements. Please start with your most recent post and indicate your reason for leaving.

From	To	Post and description

b) Specialised Work

If over your ministry you have developed a specialist area of expertise (e.g. liturgy, mission,

social responsibility, ecumenism, interfaith etc.) please could you indicate this/these and outline your work in the area(s) specified.

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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

d) Continuing ministerial education and development

Please list training courses attended and learning / development activities undertaken eg mentoring in the last 5 years. Please include courses and activities both inside and outside the Church.

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e) Publications

Title	Date of publication	Publisher	Review references

f) Theological and ecclesiological

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

g) What are your priorities in ministry?

SECTION 6 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?

Organisation	Brief description of responsibilities and any particular achievements	Dates from and to

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 7 – PERSONAL STATEMENT

Please state your reasons for applying for this post. 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.

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SECTION 8 – 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 post you will be asked to provide information about you and your family so you can receive appropriate pastoral care.

References:

Please give names, occupations, contact numbers and e-mail addresses of three persons to whom reference can be made. 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. Referees should have a detailed up-to-date knowledge of your work. Please obtain their permission. If you have oversight of other clergy, a church or community please ensure that one of the referees can comment from this perspective and it would also be useful to have at least one woman amongst your referees. The reference request seek information on various aspects of your ministry. It important that your referees experience your ministry from different perspectives to enable a richer picture to develop.

Please indicate if referees may be contacted prior to interview: YES or NO [please delete]

Name:	
Occupation:	
Capacity in which they have known you	
Address	

Email address	
Telephone number	

Name:	
Occupation:	
Capacity in which they have known you	
Address	
Email address	
Telephone number	

Name:	
Occupation:	
Capacity in which they have known you	
Address	
Email address	
Telephone number	

We expect to take up references before the interview unless you have indicated otherwise.

Health:

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

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Start Date:

If appointed, approximately when would you be able to take up the role?



SECTION 9 PROOF OF RIGHT TO WORK IN THE UK

Under Sections 15 to 26 of the Immigration, Asylum and Nationality Act 2006 employers have a responsibility to check the entitlement to work in the United Kingdom of their prospective employees. This includes office holders who may be sponsored by the Church.

The successful applicant will be required to provide evidence such as a UK passport, full birth certificate or other appropriate documentation from the Home Office Border & Immigration Agency Lists A or B.

Do you have the right to take up employment in the UK and are free to remain and work in the UK with no current immigration restrictions?

(Please use an X)

Yes

No

SECTION 10 FURTHER APPLICATION INFORMATION

1. Are your papers available from the Clergy Appointments Adviser?

Yes

No

2. Promoting racial equality

Are you a member or active supporter of the British National Party or any other political party or organization whose constitution, policies, objectives or public statements are incompatible with the teaching of the Church of England in relation to the equality of persons or groups of different races?

Yes

No

3. Ecclesiastical Offices (Age Limits) Measure 1975

Appointment to an ecclesiastical office cannot be offered to anyone aged or over 70 except on a fixed or limited term licence. Are you under the age of 70?

Yes

No

The successful candidate will be required to have a clear enhanced barred list disclosure from the Disclosure and Barring Service.

DECLARATION

I declare that, to the best of my knowledge, the information on this application is true. I understand that if the information I have supplied is false or misleading in any way, I will automatically be disqualified from the appointment or dismissed without notice.

Signature: _____

Date: _____

NOTES:

It is important that this application form is completed by applicants. A Curriculum Vitae is not an acceptable substitute. Please submit electronically to jobs@yorkminster.org

A confidential reference will also be requested from your diocesan bishop or area bishop in addition to other references. The EU General Data Protection Regulations applies to all references and commendations.

The successful candidate will be required to receive an enhanced disclosure from Disclosure and Barring Service. The post will be offered subject to the candidate accepting to hold office under Common Tenure.

Travelling expenses and subsistence allowance (in accordance with General Synod regulations) will be allowed to candidates selected for interview.

Closing date for applications: 23:59 on Sunday 24 June 2018

Interviews will be held on 10/11 July with the preferred candidate staying to have their offer approved by the Archbishop of York on 12 July 2018.

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?"

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.

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