 

To learn more about what is required in your profile and application please visit us here on <https://jobs.churchofengland.org/clergycandidatesfaq>

Full-time incumbent Norbury Church

**PROFILE**

This section will hold your personal information, contact information, and current address. It will also provide an overview of your ministry and highlight particular achievements that you might want to emphasize such as publication or successfully completed projects.

**The Diocese of Chester will not shortlist any candidate for posts if they cannot provide an assurance of a valid DBS and up to date safeguarding training.**

Date of most recent DBS Disclosure: / /

Please specify the level of DBS to which this relates:

Please list all safeguarding training certificates and dates they were obtained:

Leadership: / /

Domestic Abuse: ../../….

Safer Recruitment: ../../….

Others:

Please also include the dates that you completed the Basic and Foundation courses (although these do not need to be in date).

**Post applied for:**

Title:

First and Middle Names:

Surname:

Are you known by any other names?

Date of Birth:

**Contact details**

Address:

Mobile number:

Alternative telephone number:

Email address:

**Employment history**

This section is for your work history before you were ordained, and any non-ministerial roles that you may have held after ordination. Many clergy have had previous careers or periods of raising families before ordination, and will have transferable skills and experience that will be relevant to other posts (whether ministerial or not). This section is most akin to a standard secular application form. You will be asked to set out the non-ministerial roles you have held – paid or voluntary – with dates. You should outline the duties required in these roles and any particular achievements that you would like to highlight, in date order (starting with the earliest). Please explain any gaps.

Are you currently employed by the Church of England? **Yes No**

**\*Please only select yes if you are in an employed post that is paid through salary. Clergy or Ordained receiving stipend or House for Duty should select No.**

Employer History: (delete or copy sections as needed)

Job Title

Start Date: \_\_/\_\_/\_\_\_\_ Finish Date: \_\_/\_\_/\_\_\_\_

Duties

Job Title

Start Date: \_\_/\_\_/\_\_\_\_ Finish Date: \_\_/\_\_/\_\_\_\_

Duties

Job Title

Start Date: \_\_/\_\_/\_\_\_\_ Finish Date: \_\_/\_\_/\_\_\_\_

Duties

Job Title

Start Date: \_\_/\_\_/\_\_\_\_ Finish Date: \_\_/\_\_/\_\_\_\_

Duties

**Vocational History**

This section should include details of all the ministerial roles that you have held since ordination in date order, starting with the earliest. (Training before ordination is covered in the education section). This is primarily a factual summary. You will be asked to set out where and when you were ordained as deacon and priest, and provide details of all the start and end dates of all the offices you have held since ordination, including your current role. If you have held multiple roles at the same time, please list these separately. (For example, you may have been a rural dean at the same time as being an incumbent). For each role, you should briefly describe the features of the parish, such as the type of area, any particular aspects and challenges of the role (such as working ecumenically, Church schools, or local community involvement) and the nature of the office held (for example, team vicar, assistant curate).   You should outline the main duties that were particular to these roles and any significant achievements. Please explain any gaps. You will not need to provide contact addresses for posts that are parochial or diocesan as we can access those details. For any other posts, please provide business address eg hospital, prison for chaplaincies.

First Licensed/commissioned in the Diocese of? \_\_\_ In year \_\_\_\_

Ordained Deacon in the Diocese of? \_\_\_\_In year \_\_\_\_

Ordained Priest in the Diocese of? \_\_\_\_ In year \_\_\_\_

(Copy and Delete as needed)

Current post: Yes/No

Start Date: \_\_/\_\_/\_\_\_\_ End Date: \_\_/\_\_/\_\_\_\_

Office and description:

Current post: Yes/No

Start Date: \_\_/\_\_/\_\_\_\_ End Date: \_\_/\_\_/\_\_\_\_

Office and description:

Current post: Yes/No

Start Date: \_\_/\_\_/\_\_\_\_ End Date: \_\_/\_\_/\_\_\_\_

Office and description:

**Further vocational information**

This section is for your wider vocational history. It invites you to elaborate on the factual information you have provided so far and to give a sense of you as a person and your ministry. It is an important section. You may find it helpful to reflect on conversations you have had during Ministerial Development Reviews or with your spiritual director, or others.

This is where to go into detail about the theological traditions have shaped your ministry and those with which you feel most at ease now. Other areas to explore include the following: What has been the focus of your Continuing Ministerial Education and Development? Have you contributed to any publications? What are your other areas of interest? Do you hold responsibilities in the wider church? Do you hold synodical responsibilities at any level? Have you served on diocesan committees and working parties? What ecumenical involvement work for a Church voluntary organisation have you undertaken? How have you contributed to progressing these agendas?

**Responsibilities in the community**

Please explain what further responsibilities you have or have had in the community.

**Theological and Ecclesiological**

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

**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.

**More 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 these agendas.

**Any Publications?**

**Please tell us about any other interests you have**

**Educational History**

This section is for details of your educational achievements and training. You should include ministerial training, academic qualifications, and courses here.

**(Copy and delete as needed)**

Educational level:

Start Date \_\_/\_\_/\_\_\_\_ End Date \_\_/\_\_/\_\_\_\_

School/College/University:

Qualifications

Summary

Educational level:

Start Date \_\_/\_\_/\_\_\_\_ End Date \_\_/\_\_/\_\_\_\_

School/College/University:

Qualifications

Summary

Educational level:

Start Date \_\_/\_\_/\_\_\_\_ End Date \_\_/\_\_/\_\_\_\_

School/College/University:

Qualifications

Summary

**\*This is the end of the Profile Section**

**Application Form**

**Vocational Statement**

This section invites you to explain your reasons for applying for the role. 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 approach and address some of the challenges and issues set out in the role specification. If the role is in a different church tradition from the one you have come from, it would be advisable to address that. Show you understand what it will mean for your ministry and give examples of how you have worked across different traditions.

**Safer Recruitment**

*\*The Church of England and all Dioceses take the care and responsibility of children and vulnerable adults seriously. As all Clergy posts are held to safer recruitment practices to protect vulnerable adults and children, all applicants are expected to answer the questions below, however only specific individuals can see this information during the recruitment process\**

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**

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**

UK Border Agency requirements: Are you free to remain and work in the UK with no current immigration restrictions?

**Yes No**

Please specify if there are any special access requirements you may have in order to attend interview e.g. Audio Induction Loop.

**Yes No**

If yes please specify….

Please indicate if you agree that the above information is correct and true?

**Yes No**

**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.

Please note we will always seek to verify references prior to the interview process. 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. This will include your current Bishop. 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 (in addition to the bishop as his or her 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 referee.

**Referee 1**

Names:

Occupation:

Address:

E-mail:

Relationship:

**Referee 2**

Names:

Occupation:

Address:

E-mail:

Relationship:

**Referee 3**

Names:

Occupation:

Address:

E-mail:

Relationship:

**Referee 4 (This will be your current Bishop)**

Names:

Occupation:

Address:

E-mail:

Relationship:

Please record any periods where you have ministered under PTO rather than by holding an office or employment

**Disclosure and Barring Service**    
As it is a requirement of any role that may include regulated activity to have a satisfactory enhanced DBS check, failure to give consent to carrying out this check would result in the withdrawal of any conditional offer.  An enhanced check details Convictions, Cautions, Reprimands and Warnings held in England and Wales on the Police National Computer (and most of the relevant convictions in Scotland and Northern Ireland may also be included). In addition, it includes a check of the new barred lists and any locally held police force non-conviction information considered relevant to the job role, by the relevant Chief Police Officer(s).

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 experiencing, or at risk of abuse or neglect at risk.

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? (Include both ‘spent’ and ‘unspent’ convictions)

**Yes No**

Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules?

**Yes No**

**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, ordines 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 General Data Protection Regulations.

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? (Include both ‘spent ’ and ‘unspent’ convictions.)

**Yes No**

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?

**Yes No**

*Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s).*

*Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) 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 experiencing, or at risk of abuse or neglect 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 experiencing, or at risk of abuse or neglect. Although it is important to note that the existence of a conviction, caution etc. will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.*

3. 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?

**Yes No**

4. Are you or have you ever been prohibited and/ or barred from work with children and/or vulnerable adults?

**Yes No**

5. 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?

**Yes No**

6. 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?

**Yes No**

7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

**Yes No**

8.Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult’s Social Care)?

**Yes No**

*If you replied yes to questions 7 and/or 8, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.*

9. 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?

**Yes No**

10. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules; or is that person at present the subject of a criminal investigation/pending prosecution?

**Yes No**

Before an appointment can be made applicants, who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect 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 experiencing, or at risk of abuse or neglect.