



Guidance for completing the DBF job application form

Thank you for your interest in applying for a job with The Bristol Diocesan Board of Finance Limited.

The Diocese of Bristol is committed to being a fair, respectful and inclusive organisation. We believe that diversity enables us to thrive and develop and are committed to race equality and we welcome applications from all under-represented groups.

These notes are to support you in completing the application form.

General

We ask you to complete an **application form**, please do not submit a CV. This is to fulfil the Church of England's Safer Recruitment policy.

An application form needs to be completed for every post.

Please submit as a Word document – please don't convert to pdf.

Please submit all application forms to jobs@bristoldiocese.org.

Part A - Personal Details

This section asks for some basic details about yourself. Please fill in the details as requested.

Email Address

The e-mail address on your application will be used to send further communication regarding selection for interview. The DBF will always let you know if you have, or have not been shortlisted. **Please be sure to check this account regularly, including the 'junk folder' as occasionally communications go there.**

References

Please provide us with the names and addresses of **two referees**, both of whom must be familiar with your work performance. One of these must be your present or most recent employer. Where possible the references should cover the last 3 years of employment. If the references you have provided do not cover the last 3 years of employment then, please provide further details of previous employers to cover this period.

Please include a brief summary of your main duties and responsibilities. Where you have a break in your employment history, please give details about the date and what you were doing at this time, e.g. travelling, bringing up a family, studying, unemployed.

Part C - Education and Training

Please give us as many details as you can about your education and training. Formal qualifications and relevant experience or training will be considered whether it be at work, in the home or your social life.

Part D – Support Statement – Skills, experience, knowledge and abilities

The person specification enclosed with the details of the post, lists the criteria against which the suitability of each candidate will be assessed. The people shortlisted/appointed will be those who most closely meet the criteria.

Your support statement is one of the most important areas of the application form. You should explain/cross reference your skills, experience and personal qualities against the criteria listed on the Person Specification which make you suitable for the post.

This is your opportunity to give information about your abilities, experience, skills, knowledge and achievements from all areas of your life (e.g. home, work, leisure interests) that you believe will demonstrate how you meet the criteria contained in the person specification.

It will help if you read the person specification carefully and make notes against each of the criteria about the things you have done or achieved that show that you can meet the criteria and then use these notes to help you complete the form.

Please remember that the selection panel can only use the information you provide on your application and will not make assumptions or deductions. You need to provide evidence by describing or explaining the things you have done or achieved that demonstrate you can meet the criteria rather than just saying that you can.

Convictions and Disclosures

A criminal record is not necessarily a barrier to employment. Each case will be dealt with on its merits. The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences if they are deemed to be “spent”. However for some jobs employers are allowed to ask about these offences, such as those working with children or vulnerable adults, which will require a check on previous convictions (including those deemed to be spent), plus details of any cautions, reprimands, warnings, bindovers or no case to answer. It is your responsibility to distinguish between those convictions, which require to be declared and those that do not. These posts require an Enhanced Disclosure and Barring Service check.

Monitoring Details

In order to ensure that the Board's equal opportunity policy is carried out and for no other reason all applicants are asked to provide information on their ethnic origin, sex, any disability, etc.

Our aim is that all employees should be able to work in an environment which is free from discrimination, harassment and bullying and where they feel valued and respected.

The equal opportunities monitoring sheet is only seen by HR and will be detached before applications go to the shortlisting panel. This will be retained for monitoring purposes only.

Proof of Right to Work

If you are appointed you will need to provide documents to prove your right to work in the UK.

Contact

If you have any questions about the recruitment and selection process please contact the HR team:

humanresources@bristoldiocese.org

Tel. 0117 9060100

Please submit all application forms to jobs@bristoldiocese.org

We look forward to receiving your application.