

**Diocese of Bristol | Human Resources**

**Guidance notes on completing the clergy application form**

Thank you for your interest in applying for a post in The Diocese of Bristol.

In order to progress your application further, you will need to complete an application form which has three parts:

* **Part 1** (Sections 1-7) will be used at shortlisting and interview to assess your suitability for the role.
* **Part 2** (references, proof of right to work, convictions and confidential declaration form) will be used to ensure candidates are eligible and to facilitate the appointment process.
* **Part 3** is an equalities monitoring form and will not be used in reference to your application.

**GENERAL POINTS**

The purpose of these notes is to provide guidance on completing the application form.

You might like to print this page to help you complete your application.

The Person Specification is included in the Job Pack and lists the criteria against which the suitability of each candidate will be assessed. The person appointed will be the one who most closely meets the criteria.

If you do not have enough space on the form you may continue on a separate sheet.

If we have not acknowledged receipt of your application within 48 hours of submission please email jobs@bristoldiocese.org or humanresources@bristoldiocese.org

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

**Part 1**

**Section 1 – Personal Details**

Please ensure your email address is correct.

**Section 2 – Pre-Ordination (Education, Training, Career before ordination)**

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

**Section 3 – Current appointment**

Please include a brief summary of your work, responsibilities and achievements.

**Section 4 – Ministry since Ordination**

Please outline all posts held since Ordination, including dates. 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.

**Section 5 – Community and Other Interests**

1. Please describe any responsibilities you have had in the community
2. Please describe any other areas of interest

**Section 6 – Statement of suitability, skills and experience**

This is your opportunity to give information about your skills, abilities, knowledge, experience 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. Please focus particularly on criteria in the “Proven experience” section of the Person Specification. The criteria in the “Personal attributes” section will be assessed at interview and via References.

It may 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.

Please remember that the selectors 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.

**Section 7 – Safeguarding Experience**

Please provide an overview of your safeguarding experience to date.

**Part 2**

**References**

Please provide us with the names and contact details of **three referees**. At least one referee should be clerical and one lay. Do not include your Diocesan Bishop – see below.

If you are applying from outside the Diocese of Bristol, a Clergy Current Status Letter (CCSL) will be obtained from your current Bishop using the details from page one of the application form.

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.  If not, be prepared to defend the omission.

References will only be requested for those invited to interview. The Data Protection Act of 2018 applies to all references and commendations.

**Proof of Right to Work**

Your Right to Work will be checked if you are appointed.

**Convictions**

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website

The existence or otherwise of a criminal record will be checked through the Disclosure and Barring Service for all successful applicants.

**Confidential Declaration Form**

### Please tick *✓* (or cross X) either the YES or NO Box in answer to every question

Please ensure you have signed the Confidential Declaration form electronically or typed your signature before sending.

Our CDF Privacy Notice is available on the website.

**Part 3**

**Monitoring Details**

In order to ensure that the Diocese’s equal opportunity policy is carried out and to help the Archbishop’s Secretary for Appointments monitor diversity in Senior Church Appointments 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 Clergy should be able to work in an environment which is free from discrimination, harassment and bullying and where they feel valued and respected. To help us ensure that our recruitment and selection process is fair to all, would you please complete the equal opportunities monitoring information

**Forwarding your application**

Please do submit your application as a Word document – please don’t convert to a PDF file.

Please email **all three parts** of the application form to jobs@bristoldiocese.org. All applications will be acknowledged.

Alternatively, please send hard copies to:

HR Team Diocese of Bristol, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol BS34 8YU.

We wish you every blessing with your application and thank you for your interest.

**FOR INFORMATION PURPOSES**

**TERMS AND CONDITIONS – COMMON TENURE**

**(Conditions may vary according to whether a stipendiary or self-supporting position)**

* Entitlement to stipend, fees, and reimbursement of expenses
* Entitlement to an uninterrupted period of time off, which should not be less than 24 hours in each period of seven days, and at least once a month you are entitled to an uninterrupted period of 2 consecutive days.
* In a calendar year entitlement to 36 days, which includes 6 Sundays. This would normally include a week after Christmas and Easter.
* Entitlement to Housing or Housing Allowance as appropriate
* Terms and conditions relating to sickness and long-term sickness absence
* Pension provision
* Right to maternity / paternity / parental / adoption leave
* Right to time off to care for dependents
* Entitlement to time off for public duties as necessary
* Right to an itemised monthly stipend statement
* Participation in MDR at least once every two years and undertake on going professional and personal development
* Undergo medical support and examination where appropriate
* Protection against unfair dismissal and the right of appeal to an employment tribunal in cases of capability dismissal
* Access to a grievance procedure
* Hold and carry out public duties other than the duties of the office (subject to the agreement of the Bishop)

**This list is not exhaustive and further information is available from the Diocesan office.**