A group of crowns on a white background

Description automatically generated with low confidence

Diocese of Bristol | Application form

**Application for employment**

**Please ensure that you read the applicant guidance notes prior to completion. A Curriculum Vitae will not be accepted. Please complete all sections of the application form.**

***Please submit your application as a Word document and please do not convert to a PDF file.***

**Our preferred method of receiving completed application forms is through our email address** [**jobs@bristoldiocese.org**](mailto:jobs@bristoldiocese.org) **or alternatively, please send to:**

**Diocese of Bristol, HR Section, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol BS34 8YU**

**Data Protection Act**

Under the Data Protection Act 2018 (revised to incorporate reference to the General Data Protection Arrangements of May 2018), the information provided on this form will be held in confidence and used for the purpose of recruitment, selection and HR administration/monitoring and no other purpose.

|  |  |
| --- | --- |
| Application for the post of | **Youth and Children’s Worker, Chippenham Mission Area** |

### SECTION 1 PERSONAL DETAILS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname |  | | | Title |  |
| Forename |  | | | | |
| Address |  | | | | |
| Telephone |  | E-Mail |  | | |
| Mobile |  |
|  | |  | | | |

### SECTION 2 EDUCATION

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

#### Principal secondary schools

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | | School and public exams |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  | |  | | |

1. **Further education** *Please give qualification obtained with class if degree.*

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | | College, course etc |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  | |  | | |

1. **Other training or professional/practical qualifications**

|  |  |  |
| --- | --- | --- |
| From | To | Qualification / experience |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION 3 CURRENT EMPLOYMENT**

*Please provide a brief outline of your work, responsibilities and achievements.*

|  |  |  |  |
| --- | --- | --- | --- |
| Role Title |  | Date of Commencement |  |
|  | | | |

**SECTION 4 PREVIOUS EMPLOYMENT**

*Please list in chronological order, with separate entries for posts held concurrently*

|  |  |  |
| --- | --- | --- |
| From | To | Post and description |
|  |  |  |

**SECTION 5 CHURCH BACKGROUND**

*Which churches have you been an active part of and how have they shaped your worldview and your priorities in ministry?*

|  |
| --- |
|  |

**SECTION 6 OTHER INTERESTS**

*Please indicate any other responsibilities or interests outside your church or your professional life. This may include roles in the community, areas of interest or concern, and recreational interests.*

|  |
| --- |
|  |

### SECTION 7 STATEMENT OF SUITABILITY, SKILLS & EXPERIENCE

*Please state your reasons for applying for this post and why you think you are a suitable candidate, making particular reference to the Person Specification which forms the selection criteria and where appropriate the Role Description. Please continue on additional pages if required.*

|  |
| --- |
|  |

**SECTION 8 SAFEGUARDING EXPERIENCE**

*Everyone has a duty to protect the health, safety and welfare of those in their care and this will include up-to-date knowledge of safeguarding practice. Please provide an overview of your safeguarding experience to date.*

### SECTION 8 RECRUITMENT MONITORING

PART B

### SECTION 9 REFERENCES

Please give names and addresses of three persons to whom reference can be made. Ideally these references should cover your current incumbent, a lay person, your current line manager, and someone outside your church context. We realise that these roles may overlap or be difficult to find so please use your common sense to give a broad a range of referees as possible. Please also obtain their permission in advance.

|  |  |
| --- | --- |
| **First Reference** | |
| Name |  |
| Occupation |  |
| Capacity in which they have known you |  |
| Address |  |
| Email address |  |
| Telephone number |  |

|  |  |
| --- | --- |
| **Second Reference** | |
| Name |  |
| Occupation |  |
| Capacity in which they have known you |  |
| Address |  |
| Email address |  |
| Telephone number |  |

|  |  |
| --- | --- |
| **Third Reference** | |
| Name |  |
| Occupation |  |
| Capacity in which they have known you |  |
| Address |  |
| Email address |  |
| Telephone number |  |

**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**  **Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013)**  **Yes  No**  **If YES, please state details:** |

**Right to Work**

**Are you entitled to work in the UK?**

**Yes  No**

**Clergy, ordinands and such employed lay people as have duties that require them to represent or speak on behalf of the Church (which, for the purposes of this policy, includes all employees of the national church) may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England's commitment to promoting racial equality. This explicitly includes the BNP.**

|  |
| --- |
| **Yes  No** |

**Please confirm that you are able to comply with this?**

**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:** |

The successful candidate will be required to receive an Enhanced Disclosure from the Disclosure and Barring Service.

**THE BRISTOL DIOCESAN BOARD OF FINANCE LIMITED**

MONITORING SHEET

Please note: This information will be used to enable us to monitor our performance as an equalities employer effectively, and for that purpose only. This information will be treated in the strictest of confidence, and will not be seen at any time by the Selection Panel. This form will be detached from your application.

|  |  |
| --- | --- |
| **Application form Reference:**  **Date Received:** |  |
| **COMMITTED TO EQUALITIES**  **Bristol Diocesan Board of Finance Limited is committed to equality of opportunity and as part of this commitment monitors its recruitment and selection process to determine that it is fair to all. Please help us to monitor our equalities policies and prevent unfair discrimination by answering ALL of the following questions, ticking the appropriate box where necessary.** | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Equalities Information | | | | | | | | | |
| I am: Male  Female  Intersex  Non-Binary  Prefer not to say Date of Birth: | | | | | | | | | |
| Religion/Belief | | | | |  | Sexual Orientation | | | |
| **How would you describe your religion/belief?** | | | | | **How would you describe your sexual orientation?** | | | |
| **C** | **Christian** | |  | | **H** | **Heterosexual** | |  |
| **B** | **Buddhist** | |  | | **G** | **Gay/lesbian** | |  |
| **H** | **Hindu** | |  | | **B** | **Bisexual** | |  |
| **J** | **Jewish** | |  | | **U** | **Don’t know/not sure** | |  |
| **M** | **Muslim** | |  | | **R** | **Would rather not state** | |  |
| **S** | **Sikh** | |  | |  | | | |
| **O** | **Other** | |  | |
| **N** | **None** | |  | |
| **U** | **Don’t know/not sure** | |  | |
| **R** | **Would rather not state** | |  | |
| **What is your ethnic group?**  **White – British**  **White – Irish**  **White – Other**  **Mixed – White and Black Caribbean**  **Mixed – White and Black African**  **Mixed White and Asian**  **Mixed – Other**  **Asian or Asian British – Indian**  **Asian or Asian British - Pakistani** | |  | | **Asian or Asian – Bangladeshi**  **Asian or Asian British – Other**  **Black or Black British – Caribbean**  **Black or Black British – African**  **Black – Other**  **Chinese**  **Other ethnic group**  **If other, please specify:** | | | |  | |

#### Disability

|  |
| --- |
| **Do you consider yourself to have a disability or health condition?**  **Yes  No  Prefer not to say** |

#### Marital Status Age Group

|  |  |
| --- | --- |
| Single  Married  Separated  Divorced  In a civil partnership  Civil partnership dissolved  Married after divorce with a former partner still living  Prefer not to say |  |

|  |  |
| --- | --- |
| 16 – 25  26 – 35  36 – 45  46 – 55  56 – 65  66 – 70  Over 70  Prefer not to say |  |

**Where did you see this vacancy advertised?**

**Thank you for your assistance in completing this form.**

**Date:** …………………………………….