**The Parish of Dorcan**



**Application for employment**

Please complete all sections of the application form.

Please send your completed application form and a CV to: [dorcan.church.office@gmail.com](mailto:dorcan.church.office@gmail.com)  by **mid-day 12th March 2025.**

Or send it by post to: St Paul’s Church Office, St. Paul's Drive, Covingham, Swindon

Wiltshire, SN3 5BY

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| Position applied for: | Parish Safeguarding Co-ordination Officer (PSO) |

Personal Details

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| Title: |  | Surname: |  |
| Forenames (in full): |  | | |
| Home Address: |  | Daytime Tel: |  |
| Evening Tel: |  |
| Mobile Tel: |  |
| Postcode: |  | National Insurance No: |  |
| Email: |  | | |

Curriculum Vitae

Please also submit a CV, including details of employment, education, training, technical skills etc.

#### Skills, Abilities, Knowledge & Experience

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| This section is the most vital part of your application. We need you to give us specific information in support of your application, in order for us to shortlist in a fair and unbiased way.  Please give examples of how you meet the criteria set out in the Person Specification as your basis, including details of any employment or training that is particularly relevant. Also, we would welcome learning about why you wish to apply for this role. |

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| Please state any date(s) when you are not available for interview. |

References

Please give names of two persons to whom reference can be made.

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| --- | --- |
| First Referee Name: | Second Referee Name: |
| Address: | Address: |
| Position: | Position: |
| Telephone: | Telephone: |
| Email Address: | Email Address: |
| Please confirm whether we can contact this referee prior to interview:  Yes No | Please confirm whether we can contact this referee prior to interview:  Yes No |

**Convictions**

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| 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.

Are able to comply with this? **Yes NO**

#### Disability

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| Do you consider yourself to be a disabled person? Yes No  Please state any specific access requirements and other support you will require to carry out your duties. |

#### Other monitoring

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| Where did you see this vacancy advertised? |

Declaration

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| 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:  N.B. If returning this form electronically, a digital signature is acceptable initially.  You will be asked to physically sign a paper copy if invited for interview. |

General Data Protection Regulations

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| Under the terms of the General Data Protection Regulations, the information provided on this form will be held in confidence and used for the purpose of recruitment and selection and HR administration/monitoring and no other purpose. |