# APPLICATION FOR EMPLOYMENT (OFFICE HOLDER) – PRIVATE & CONFIDENTIAL

Please refer to the job description and person specification for the post before completing this application form, and ensure that you include all relevant information on the form as information supplied in a CV or covering letter will not be taken into account. If there is insufficient space on the form, please continue on a separate sheet of paper, ensuring that each sheet is clearly marked with your name. As this form may be photocopied, please type or write clearly in black ink, using **block capitals** for names. All dates must include both month and year (MM/YYYY) for safer recruitment compliance.

**This post is subject to a criminal record check at enhanced level.**

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| Application for the post of  | **Canon Rector and Speaker’s Chaplain**  |

# SECTION 1

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| **1. PERSONAL DETAILS**  |
| **Title:**   | **Surname:**   |
| **Forenames:**   | **Known As:**   |
| **Address:**   **Postcode:**   | **Mobile no:**   |
| **Home**  **Telephone:**  |
| **Confidential**  **Email:**  |
| **Are you eligible to work in the UK?**  | **Yes / No**  |
| If Yes, please give details: Please note that you will be required to produce evidence of your eligibility if selected for audition and interview  |   |
| **Assistance at interview**  |
| If you have a disability and require assistance if you are invited for audition and interview, please indicate how we might support you  |   |
| **Criminal convictions**  |
| 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 you have answered yes, supply details of all convictions in a sealed envelope marked “confidential” and attach it to this form. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. All posts involving direct contact with children are exempt from the rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975(2013) provide that certain spent convictions and cautions are ‘protected’. These 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.  |
| **AVAILABILITY FOR INTERVIEW**  |
| Are you available for interview on 22nd and 23rd July if invited?  | **Yes / No**  |
| If you are not available on these dates, please state your availability in the rest of that week.  |  |

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|   | In(year)  |   |

Ordained deacon in the Diocese of

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|   | In(year)  |   |

Ordained priest in the Diocese of

**PLEASE NOTE: All boxes on this form will expand as you type, please feel free to give details and do not feel constrained by the spaces on the form.**

# SECTION 2 – PRESENT APPOINTMENT

What is your present appointment? Please give the date you started and provide details of the ministry you have undertaken, including a brief description of the responsibilities and any particular achievements.

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**SECTION 3 – EDUCATION AND TRAINING**

Please give details, with dates, most recent first

1. **Further education (including theological college or course).** Please give qualification obtained with class if degree

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| Further/ Higher education – college / course / university attended  | From  | To  | Qualifications obtained (with subjects studied and classes awarded)  |
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1. **Other professional/practical qualifications obtained e.g. teaching, social work, further study.**

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| Other professional / vocational qualifications – college/ university attended  | From  | To  | Qualifications obtained (with subjects studied and classes awarded)  |
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**c) Please list membership of any professional organisations.**

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# SECTION 4 – PRE-ORDINATION CAREER

Please provide details on any pre-ordination roles that you held, including leadership roles in the Church.

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| Position held and employer  | Brief description of responsibilities and any particular achievements  | Dates from and to (including reason for leaving)  |
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# SECTION 5 – MINISTRY SINCE ORDINATION

**a) Posts held since ordination** (full and part-time**,** not including present appointment).

Please list these, with separate entries for posts held concurrently (e.g. rural dean, chaplaincies etc.) Please indicate major features of the role (e.g. type of area, team ministry, ecumenical), provide details of your ministry in each role and set out any particular achievements. Please start with your most recent post and indicate your reason for leaving.

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| --- | --- | --- |
| From  | To  | Post and description  |
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# b) Specialised Work

If over your ministry you have developed a specialist area of expertise (e.g. liturgy, mission, social responsibility, ecumenism, interfaith etc.), please could you indicate this/these and outline your work in the area(s) specified.

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# c) 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 their agendas.

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| From  | To  | Description  |
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# d) Continuing ministerial education and development

Please list training courses attended and learning/development activities undertaken (e.g. mentoring) in the last five years. Please include courses and activities both inside and outside the Church.

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# e) Publications

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| --- | --- | --- | --- |
| Title  | Date of publication  | Publisher  | Review references  |
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# f) Theological and ecclesiological

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

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**SECTION 6 – MINISTRY AND MISSION TO THE WIDER COMMUNITY**

# a) Responsibilities in the community

Please indicate your responsibilities in the community at local, regional or national level, e.g. school governor, community service or involvement with a public institution. What did you accomplish?

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| Organisation  | Brief description of responsibilities and any particular achievements  | Dates from and to  |
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# b) Other areas of interest

Please indicate your involvement in special areas of concern, e.g. particular issues in contemporary life, international matters, academic or artistic interests. How have these contributed to your ministry?

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# c) Other interests

Please indicate other recreational interests.

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# SECTION 7 – PERSONAL STATEMENT

Please state your reasons for applying for this post. What you write and how you write it will help those making the appointment build up a picture of you. You will also want to set out how you meet the criteria outlined in the person specification and your thoughts about how you will take forward some of the challenges and issues set out in the Role Profile.

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# SECTION 8 – CONFIDENTIAL

##  SECTION 8 – CONFIDENTIAL INFORMATION

**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.**

If you are appointed to the post, you will be asked to provide information about you and your family so you can receive appropriate pastoral care.

**References:**

Please give names, occupations, contact numbers and e-mail addresses of three persons to whom reference can be made. At least one should be clerical (not the bishop as his/her reference is sought as a matter of course) and one from a senior lay person. Referees should have a detailed, up-to-date knowledge of your work. Please obtain their permission. If you have oversight of other clergy, a church or community, please ensure that one of the referees can comment from this perspective. The reference request seeks information on various aspects of your ministry. It important that your referees experience your ministry from different perspectives to enable a richer picture to develop.

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*We expect to take up references before the interview unless you have indicated otherwise.*

**Health:**

Please specify any special access requirements you may have in order to attend the interview e.g. wheelchair access.

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**Start Date:**

If appointed, approximately when would you be able to take up the role?

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## SECTION 8 – CONFIDENTIAL INFORMATION (CONTINUED) Protecting children and adults at risk

Are you aware of any police enquiries undertaken following allegations against you, which may have a bearing on your suitability for this post?

 Yes/No

## Promoting racial equality

Are you a member or active supporter of the British National Party or any other political party or organisation whose constitution, policies, objectives, activities or public statements are incompatible with the teaching of the Church of England in relation to the equality of persons or groups of different races?

 Yes/No

**Where did you hear of this post?**

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I certify the information given in this application is correct

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|    | Date  |   |

N.B. Please feel free to type your name in the box below as an electronic signature Signature

NOTES:

It is important that this application form is completed by applicants. A Curriculum Vitae is not an acceptable substitute. Please submit this application in Word (or similar) format electronically to applications@westminster-abbey.org with the role title in the subject line of your email: **Canon Rector and Speaker’s Chaplain**

A confidential reference will also be requested from your diocesan bishop or area bishop in addition to other references. The Data Protection Act of 1998 and the 2018 GDP regulations apply to all references and commendations.

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