

DIOCESE OF SODOR & MAN
CONFIDENTIAL



APPLICATION FORM

*Please expand the boxes as needed or continue on a separate sheet
(clearly labelled).*

Application for the post of

SECTION I

Surname & Title

Christian names

Address

Home telephone number

Mobile number

E-mail

Your current Diocese

Ordained deacon in the Diocese of

In (year)

Ordained priest in the Diocese of

In (year)

Lay ministers

First licensed/commissioned in the Diocese of in (year)

SECTION 2 – PRESENT APPOINTMENT

What is your present appointment? Please give the date you started and a brief outline of the work.

SECTION 3 – PRE-ORDINATION

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

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

From	To	College, course etc

b) Other professional/practical qualifications obtained (eg teaching, social work, further study).

From	To	Qualification/ experience

c) **Career before ordination** – please give a brief indication, with dates, of the nature of the work and responsibilities.

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SECTION 4 – 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 (eg rural dean, chaplaincies etc). Please indicate major parish features (eg type of area, team ministry, ecumenical).

From	To	Post and description

b) **Responsibilities in the wider Church**

Please indicate tasks undertaken for the wider Church, eg 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.

From	To	Description

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c) Continuing ministerial education and development

Please list training courses attended and development activities undertaken eg mentoring (other than IME 1-7) in the last 5 years. Include courses and activities both inside and outside the Church.

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d) Any publications

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e) Theological and ecclesiological

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

SECTION 5 – COMMUNITY AND OTHER INTERESTS

a) Responsibilities in the community

Please indicate your responsibilities in the community, eg school governor, political or community service. What did you accomplish?

b) Other areas of interest

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

c) Other interests

Please indicate other recreational interests.

SECTION 6 – 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 want to outline how you meet each of the selection criteria (see person specification), drawing on gifts, skills, knowledge and experience from your previous career, both before and after ordination, responsibilities held and relevant interests. You will also want to set out your thoughts about how you will take forward some of the challenges and issues set out in the role specification.

SECTION 7 - CONFIDENTIAL

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.

In addition to the statement under **5** of the **Recruitment Monitoring Form**, you are invited to give the name of your spouse and the ages of your children. You are under no obligation to do so. Please also indicate whether your statement of marital status may be revealed to those making the appointment.

References:

Please give names, occupations and addresses (including e-mail if possible) of three persons to whom reference can be made. At least one should be clerical (not the bishop as his reference is sought as a matter of course) and one from a senior lay person – for example a current churchwarden or head teacher of the local school. Referees should have a detailed up-to-date knowledge of your work. Please obtain their permission. 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.

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

Are your papers available from the Clergy Appointments Adviser?

Health:

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

Do you have any health related condition that would affect your ability to carry out functions that are intrinsic to the post? (See person specification for details.)

SECTION 7 – CONFIDENTIAL INFORMATION CONTINUED**Protecting children and vulnerable adults**

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

Promoting racial equality

Are you a member or an active supporter of the British National Party or any organisation whose constitution, policies, objectives or public statements are incompatible with the Church of England's commitment to promoting racial equality?

Where did you hear of this post?

I certify the information given in this application is correct

Signature Date

Your Diocesan Bishop:

NOTES:

It is important that this application form is completed by applicants. A Curriculum Vitae is **not** an acceptable substitute. If it is completed and submitted electronically a signed copy should also be sent by post. Please use black ink on hard copies of the form.

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 applies to all references and commendations.

The successful candidate will be required to receive an enhanced disclosure from the Criminal Records Bureau and a medical.

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

Closing date for applications	tba	Please return to:	The Archdeacon of Man Ven Andrew Brown The Archdeacon's House 16 Devonshire Rd Douglas Isle of Man IM2 3RB
Interviews will be held on			

RECRUITMENT MONITORING FORM

RECRUITMENT MONITORING FORM

Please complete this monitoring form and send it with the application form.

The information will not be used as part of the selection process and will enable the diocese to monitor the diversity of clergy applying for its posts.

Application for the post of:

0.5 Priest-in-Charge of St Matthew's Douglas
0.5 Diocesan Role

I What is your ethnic group?

A White

White Manx

White UK

White Irish

White non-UK

Any other white background (please give details)

B Mixed

White and black Caribbean

White and Asian

White and black African

Any other mixed background (please give details)

C Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background (please give details)

D Black or black British

Black Caribbean

Black African

Any other black background

E Chinese or other group

Chinese

Vietnamese

Any other ethnic group (please give details)

F I do not wish to provide this information

2 Gender

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
I do not wish to supply this information			<input type="checkbox"/>

3 Age Group

16 – 25	<input type="checkbox"/>	26 – 35	<input type="checkbox"/>
36-45	<input type="checkbox"/>	46 – 55	<input type="checkbox"/>
56 – 65	<input type="checkbox"/>	66 – 70	<input type="checkbox"/>
Over 70	<input type="checkbox"/>		
I do not wish to supply this information			<input type="checkbox"/>

4 Disability

Do you consider yourself to have a disability or a long term health condition?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I do not wish to supply this information			<input type="checkbox"/>

5 Marital Status – see note in Section 7 above

Single	<input type="checkbox"/>	Separated	<input type="checkbox"/>
Married	<input type="checkbox"/>	Divorced	<input type="checkbox"/>
In a civil partnership	<input type="checkbox"/>	Civil partnership dissolved	<input type="checkbox"/>
Married after divorce with a former partner still living			<input type="checkbox"/>
I do not wish to supply this information			<input type="checkbox"/>

6 Pregnancy

Are you pregnant or on maternity leave?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I do not wish to supply this information			<input type="checkbox"/>

COMMON APPLICATION FORM

NOTES FOR APPLICANTS

Increasingly role descriptions and person specifications are being used in appointments. These help all parties to be clear about what qualities and experience are being sought and on what basis the decision to appoint will be made.

This form is designed to help you to demonstrate your calling to the post, showing how your gifts, skills, experience and qualities match the criteria. It allows those making appointments to demonstrate their discernment of the successful candidate by assessing candidates against selection criteria in a structured way, avoiding bias.

You are encouraged to complete the form electronically. This eases administration and allows interviewers to concentrate on the facts you are presenting rather than having first to read your handwriting. Start with the most recent one first when listing dates. However, we require a signed paper copy.

Please complete each section fully. "See CV attached" for example, is not sufficient.

Once you have completed the form read it through and check you have shown how you meet each of the criteria.

Section 6 – Personal Statement allows you to explain why you are applying for the post and, using examples from your previous work and experience, why you are suited to it. Pull together the relevant information from other parts of the form. Don't forget to include information about things you have done in your career before ministry or relevant interests. Concentrate on facts, things your interests have caused you to do, rather than mentioning a general interest in a particular subject. But don't be too detailed, 2 pages of personal statement is enough. The interview gives the opportunity to explore these areas further.

If there is a particular requirement about a post holder – eg a PCC has passed a Resolution under the Priests (Ordination of Women) Measure 1994 and a woman or someone remarried after divorce and with a former partner still living is not acceptable – the person specification will have made this clear and, if appropriate, you need to address it in your personal statement. Some requirements, however, are more general and will not be mentioned in the person specification – for example the Ecclesiastical Offices (Age Limit) Measure 1975 does not normally allow the appointment of those over 70. If you are in any doubt about your eligibility you should ask the body filling the post before you complete your application.

Personal information is confined to the confidential part of the form. This means the person administering the process and the bishop alone will have access to it. It means those interviewing you are not influenced by factors that are not relevant in making the appointment.

Your bishop may ask you questions about the confidential information at your private interview because he has to assure himself that your lifestyle is commensurate with a) priestly ministry and b) the person specification for the post.

If you are appointed you will need to provide information about you and your family (perhaps by updating your Register of Ministers form) so the bishop has the information he needs in order to provide you with pastoral care.

Thank you.