



**APPLICATION FORM**

Application for the post of	<b>Residentiary Canon at Chelmsford Cathedral &amp; Tutor at St Mellitus College</b>
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**SECTION 1**

Title

Surname

Christian names

Address

Home telephone number

Mobile number

Confidential E-mail

Ordained deacon in the Diocese of

In (year)

Ordained priest in the Diocese of

In (year)

Currently serving 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.

**SECTION 3 – EDUCATION AND TRAINING**

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

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

Further/ Higher education – college / course / university attended	From	To	Qualifications obtained (with subjects studied and classes awarded)

**b) Other professional / practical qualifications obtained e.g. teaching, social work, further study.**

Other professional / vocational qualifications – college/ university attended	From	To	Qualifications obtained (with subjects studied and classes awarded)

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.

Position held and employer	Brief description of responsibilities and any particular achievements	Dates from and to (including reason for leaving)

**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) and 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.

From	To	Post and description

**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.

From	To	Description


**d) Continuing ministerial education and development**

Please list training courses attended and learning / development activities undertaken eg mentoring in the last 5 years. Please include courses and activities both inside and outside the Church.

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**e) Publications**

Title	Date of publication	Publisher	Review references

**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, e.g. school governor, political or community service. What did you accomplish?

Organisation	Brief description of responsibilities and any particular achievements	Dates from and to

**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?

**c) Other interests**

Please indicate other recreational interests.

## **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. please refer to the note 'Completing Application Forms' for further guidance. 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 8 - 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.

**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 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 and it would also be useful to have at least one woman amongst your referees. The reference request seek 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.


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 interview e.g. wheelchair access.

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**SECTION 8 – 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?

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**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?

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

I certify the information given in this application is correct

**PLEASE NOTE: If you are appointed to this post the Bishop will request all files held by your current Diocesan Bishop**

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

Signature

Date

**NOTES:**

It is important that this application form is completed by applicants. A Curriculum Vitae is not an acceptable substitute. Please submit electronically to [ruth.collin@chelmsfordcathedral.org.uk](mailto:ruth.collin@chelmsfordcathedral.org.uk).

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. The post will be offered subject to the candidate accepting to hold office under Common Tenure.

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

Closing date for applications

Friday 16 February 2018

Please return to:

Electronically to:

[Ruth.collin@chelmsfordcathedral.org.uk](mailto:Ruth.collin@chelmsfordcathedral.org.uk)

Interviews will be held on

2 March 2018  
15-16 March 2018

## 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 helps 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.

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 is not an acceptable appointee or someone remarried after divorce and with a former partner still living is not acceptable, the person specification needs to make 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 only the person administering the process and the bishop 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.

You have been asked to provide information about you and your family so the Bishop has the information he needs to provide you with pastoral care.