

**APPLICATION FORM FOR THE POST OF ASSISTANT PRIEST**

**SECTION 1: PERSONAL DETAILS**

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| Title | |  | Surname | | | |  | |
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| Christian Names | |  | | | | | | |
|  | |  | |  | | | |  |
| Address | |  | | | | | | |
|  | |  | |  | | | |  |
| Telephone number | |  | | E-Mail | |  | | |
|  | |  | |  | | | |  |
| Mobile number |  | | | |

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| Ordained Deacon in the Diocese of |  | in (year) |  |
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| Ordained Priest in the Diocese of |  | in (year) |  |
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**SECTION 2: PRESENT APPOINTMENT**

**i) What is your present appointment? Please give full details of the appointment (dates, title and name of the diocese) and a brief outline of the work.**

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1. **Have you completed end of curacy assessment? *(To be completed by curates in training only)***

**Yes □ No □**

1. **Have you got a letter from the Bishop to confirm that you have completed your curacy**

**Yes □ No □**

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| **Use this space to expand on ii & iii above, if needed** |

**SECTION 3: PRE-ORDINATION**

Please give details, with dates.

**i) Further education (including Theological College or Course)**  
 Please give qualification obtained with class if degree.

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| From |  | To |  | College, Course, etc. |
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**ii) Other professional/ practical qualifications obtained**

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| From |  | To |  | Qualification / Experience |
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**Career before ordination**

Please give a brief indication of the nature of the work and responsibilities

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| From |  | To |  | Post and Description |
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**SECTION 4: MINISTRY SINCE ORDINATION**

1. **Posts held since Ordination**

(full and part-time in chronological order not including present appointment)

Please list these carefully with dates in chronological order, with separate entries for posts held concurrently (e.g. Area Dean, chaplaincies, etc). Please indicate major parish features (e.g. type of area, team ministry, ecumenical, etc).

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| From |  | To |  | Post and Description |
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**ii) Responsibilities in the wider church**

Please indicate, with dates, 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).

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| From |  | To |  | Description |
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**SECTION 4: MINISTRY SINCE ORDINATION (Contd..))**

**iii) Continuing Ministerial Education and Development**

Please list training courses attended (other than IME 1-7). Include courses outside the Church

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**iv) Publications**

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**v) 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 5: COMMUNITY AND OTHER INTERESTS**

**i) Responsibilities in the community**

Please indicate your responsibilities in the community, e.g. School Governor, political or community service. How have you drawn on these in your ministry?

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**ii) 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 you used these in your ministry?

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**iii) Other interests**

Please indicate other recreational interests. This may include information about any associations or voluntary organisations with which you are involved.

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**SECTION 6: PERSONAL STATEMENT**

Please state your reasons for applying for this post.

Please specify how you meet each of the selection criteria (see Person Specification), drawing on, skills, knowledge and experience from your previous career, both before and after ordination, responsibilities held and interests.

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**SECTION 6: PERSONAL STATEMENT(cont…)**

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**SECTION 7: TRANSPORT**

Please be advised that the information in this section will be considered for posts where public transport is considered not to be sufficiently good to enable a priest to carry out their duties without access to, and the ability to use, their own motorised transport. In such cases, and only in such cases, this is a genuine occupational requirement'. Please tick the relevant box/es below

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| Do you possess a current full Driving Licence? |  |
| Do you own a car? |  |
| Do you own a motorcycle? |  |

**SECTION 8: OTHER ESSENTIAL INFORMATION**

**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. If you are appointed to the post you will be asked to update the Register of Ministers so

you can receive appropriate pastoral care.

1. **References:**

Please give **names, occupations and addresses (including e-mail and telephone number if possible)** of three persons to whom reference can be made. At least one should be clerical (not the bishop as a 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 and inform them that we may contact them directly by telephone. 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.

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

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| Please do not take up references before the interview. Please √ the box |  |

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| Are your papers available from the Clergy Appointments Adviser? | Yes/No |

1. **Protecting Children and Vulnerable Adults:**

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| Yes/ No |

Are you aware of any police enquiries undertaken following allegations against you, which may have a bearing on your suitability for this post**?** *(Please be advised that if you are invited to an interview, you would have to complete a detailed confidential declaration form.)*

1. **UK Border Agency requirements**

Are you free to remain and work in the UK with no current immigration restrictions? (*Please note that you will be required to produce documentary evidence of your right to remain and work in the UK if you are invited to interview)*

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| Yes/ No |

1. **Ecclesiastical Offices (Age Limits) Measure 1975**

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| Yes/ No |

Appointment to an ecclesiastical office cannot be offered to anyone over the age of 70 except on a fixed or limited term licence. Are you under the age of 70?

1. **Promoting racial equality**

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.

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| Yes/ No |

Please confirm that you are able to comply with this:

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

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I certify the information given in this application is correct

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.  General Data Protection Regulation 2016/679 and the Data Protection Act 2018 applies to all references and commendations.

The successful candidate will be required to apply for an Enhanced Disclosure from the Criminal Records Bureau.

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

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| Closing date for applications | 15 April 2021 |  | Please return to:  The Vicar, University Church of St Mary the Virgin, High Street, Oxford OX1 4BJ  vicar@universitychurch.ox.ac.uk |
| I Interviews will be held on | 20 May 2021 |  |

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