

**APPLICATION FORM FOR THE POST OF ASSOCIATE VICAR**

**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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| Lay Ministers |  |  |  |
| First licensed/ commissioned in the Diocese of |  | in (year) |  |

**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/ ADMISSION**

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/admission**

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/ ADMISSION**

1. **Posts held since Ordination/Admission**

(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/ADMISSION (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.

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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 and the bishop.

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 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.

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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 | 2 September 2019 |  | 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 | 12 September 2019 |  |

# 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in our possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the “GDPR and the Data Protection Act 2018, (the “DPA 2018”).

# 2. How do we process your personal data?

We comply with my obligations under the GDPR and DPA 2018 by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

**We use your personal data for the following purposes:**To exercise our legal and pastoral responsibilities as your diocesan and area bishops. In addition to our general oversight of your ministry, we are responsible for assessing your qualifications and suitability for any particular office or ministry within the diocese, and for making appropriate arrangements for your ministerial development (including ministerial development review).

# 3. What is the legal basis for processing your personal data?

Processing of data in relation to personal files is a legitimate interest in accordance with my responsibilities under the Canons. These include our general responsibilities as chief pastors of the diocese, in order to be able to develop, support, administer, regulate and manage licensed ministers through their ministry. In so far as any personal data relates to “special categories of personal data” or criminal conviction or offence, the processing of data is also a legitimate activity; it is also needed in order to manage and administer internal functions with those with whom we have regular contact. It is not shared externally outside the institutional bodies that comprise the Church of England without your consent. The exception to this is the provision of Episcopal References and Clergy Current Status Letters (“CCSL”).

Episcopal References and CCSLs are processed on the basis that it is a legitimate interest as established by the Promoting a Safer Church House of Bishops Policy Statement (2017)[[1]](#footnote-1). However, in so far as the personal data contained within the Episcopal Reference and CCSL relates to “special categories of personal data” and criminal conviction and offence data, this will be processed on the basis that it is necessary for reasons of substantial public interest on the basis of UK law. The Episcopal Reference and CCSL will be disclosed both for posts within the Church of England and externally, where you have applied for a ministerial post in another diocese or a church outside the Church of England and is done so in order to protect members of the public from harm, including dishonesty, malpractice and other seriously improper conduct or safeguarding purposes as established by the Safer Recruitment: Practice Guidance (2016)[[2]](#footnote-2).

# 4. Sharing your personal data

Your personal data will be treated as strictly confidential and will be shared only when necessary with institutional bodies that comprise the Church of England for the purposes of administrative functions in connection with your role. If we wish to share your personal data outside the Church of England, then we will always seek your consent first.

# 5. How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary for the periods and purposes as set out in the attached retention table. Although this table relates to clergy, files for lay ministers are held for the same periods of time. [see p.21 at the following link: [https://www.churchof england.org/sites/default/files/2018-02/Personal%20Files %20Relating%20to%20Clergy%202017%20revision.pdf](https://www.churchofengland.org/sites/default/files/2018-02/Personal%20Files%20Relating%20to%20Clergy%202017%20revision.pdf)]

# 6. Your rights and your personal data

Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data: -

* The right to request a copy of your personal data which the Bishop holds about you;
* The right to request that the Bishop corrects any personal data if it is found to be inaccurate or out of date;
* The right to request your personal data is erased where it is no longer necessary for the Bishop to retain such data;
* The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
* The right to object to the processing of personal data, (where applicable). The right to lodge a complaint with the Information Commissioners Office.

# 7. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

# 8. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Data Protection Officer, Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF. Tel: 01865 202243. Email: [dpo@oxford.anglican.org](mailto:dpo@oxford.anglican.org).

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

1. <https://www.churchofengland.org/sites/default/files/2017-12/PromotingSaferChurchWeb.pdf> [↑](#footnote-ref-1)
2. <https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf> [↑](#footnote-ref-2)