

**Application for Employment: Community Pastor**

We ask all prospective employees working with children, young people and vulnerable adults to complete this extended application form. If there is insufficient room to fully answer any question, please continue on a separate sheet, or expand the table in MSWord. However, please do keep your answers concise, and certainly no more that 200 words. The information will be kept confidentially by us, unless requested by an appropriate authority.

**1. Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname: |  | Preferred Title: | | |
| First Names: |  | | | |
| Maiden/Former Name(s): \* |  | | | |
| Address:  Postcode: | | Telephone:  *Tick preferred number to contact you* | | *✓* |
| Daytime: |  |  |
| Evening: |  |  |
| Mobile: |  |  |
| Email Address: | | | | |

|  |  |  |
| --- | --- | --- |
| How long have you lived at this address?  (*if less than 5 years, please give previous address(es) with dates*) | | Years: Months: |
| From *(dd/mm/yyyy)* | To *(dd/mm/yyyy)* | Address: |
|  |  | Postcode: |
|  |  | Postcode: |
|  |  | Postcode: |
|  |  | Postcode: |

*\* We will need to see birth/marriage certificates or documents regarding a change of name in due course.*

|  |  |  |
| --- | --- | --- |
| Do you hold a current, valid driving licence? | * Yes | * No |
| If yes, what type? | * Full | * Provisional |
| If yes, do you have any current endorsements? | * Yes | * No |
| Do you own a car | * Yes | * No |
| If yes, please give details of any current endorsements: |  |  |

|  |  |
| --- | --- |
| How many days off work with sickness have you had in the past 12 months? |  |
| What length of notice period do you need to give your current employer? |  |
| Are you eligible to work in the UK? | Yes / No |

1. **Christian Life and Experience**

|  |
| --- |
| Briefly describe the beginning and growth of your faith in Jesus Christ: |
| How are you seeking to live out your Christian faith at home, work, church and in your social life? |
| What is your understanding of ‘Word and Spirit’ ministry? What spiritual gifts would you say you have? |
| What challenges you most about living as a Christian? |
| What’s the most important lesson you have learnt about living the Christian life? |

1. **Employment History**

Starting with your current or most recent employer, please tell us about your past and current employment / voluntary work in the table below. Please account for any gaps in your employment history.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer’s Name and Address** | **Employed from (Date)** | **Employed  to (Date)** | **Job Title and  Description** | **Reason for Leaving / considering leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Education and Training**

|  |  |  |
| --- | --- | --- |
| **Name of establishment** | **Dates (from/to)** | **Examinations subjects / level / grades / results** |
| *Secondary Education:* | | |
|  |  |  |
| *Further Education:* | | |
|  |  |  |
| *Training relevant to this application (if any):* | | |
|  |  |  |
| Current membership of any professional / technical organisation (if applicable): | | |

1. **Suitability for this role**

|  |
| --- |
| Tell us about how you have sensed God’s call to apply for this particular role: |
| Please outline your personal experience of leadership with the local church, working within children’s & youth, families and in other ministry areas: |
| What experience do you have of sharing your faith with people in the wider community? |
| What experience do you have of prayer ministry with people facing times of crisis in their lives? |
| What experience and/or training do you have of safeguarding within a local church context? |
| What administrative and organisational gifts do you have that would be relevant to this role? |
| Are you confident and happy to uphold the Church of England’s historic teaching that “Christian marriage is in its nature a permanent and lifelong union between one man and one woman”? **Yes/No** (please delete as applicable) |
| What do you perceive to be the biggest challenges facing today’s society? How does this impact the way the church evangelises and disciples in today’s culture? |
| Tell us about your experiences of serving and building quality relationships with people from areas of deprivation and significant social need. |

**6. Suitability for working with children, young people, families and individuals in our community**

|  |
| --- |
| Please give details of previous experience of looking after or working with children, young people or adults facing times of crisis. This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity. |

|  |  |  |
| --- | --- | --- |
| Are you currently working in any other care position in either a voluntary or paid capacity? ❑ Yes ❑ No | | |
| *If yes, please give details:* | | |
| Name of the organisation: |  | |
| Contact Person: |  | |
| Address: | Postcode: | |
| Telephone Number: |  | |
| Email Address: |  | |
| Details of duties: |  | |
| Have you ever had an offer to work with children, young people or vulnerable adults declined? | | **Yes / No** (*please delete as applicable*) |
| If yes, please give details: | | |

1. **Other Information**

|  |
| --- |
| Apart from involvement in church and Christian activities, what other interests do you have? |
| What else would you bring to the local church community here? |
| Use this space for anything else you would like to tell us about yourself: |

1. **References**

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working (paid or voluntary), one of these should be your present employer:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Reference 1** |  |  | **Reference 2** |  |  |
| Name: |  |  |  |  |  |  |
| Address: |  |  | Postcode: |  |  | Postcode: |
| Telephone: |  |  |  |  |  |  |
| Email: |  |  |  |  |  |  |
| Relationship to you: |  |  |  |  |  |  |
| We will only take up references if you are successfully shortlisted | | | | |  |  |

Please provide details of the vicar/minister/leader of current church or place of worship:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  |  |  |
| Address: |  |  | Postcode: |
| Telephone: |  |  |  |
| Email: |  |  |  |
| Name of Church: |  |  |  |
| We will only contact the above person if you are successfully shortlisted | | |  |

We reserve the right to take up character references from any other individuals deemed necessary.

**9. Declaration**

Please would you complete the attached Self-declaration Form (overleaf) and return it to Rev Dr Andy Murray, with this signed application form. You are welcome to discuss any aspects of this procedure with Andy. He can be contacted via email on [andy@standrews-stpeters.org](mailto:andy@standrews-stpeters.org)

Please confirm that you understand and agree to a Disclosure Check should we wish to appoint you to this post.

**I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure Check and I have also completed and returned the Self-declaration Form.**

**Signed: Date:**

|  |
| --- |
| The completed application form, with the completed self-declaration form should be returned in a sealed envelope to:  **Rev Dr Andy Murray,  Vicar,  St Andrew’s & St Peter’s Church Office,**  **Ridingleaze, Lawrence Weston, Bristol, BS11 0QE**  Alternatively application form can be submitted via email to [andy@standrews-stpeters.org](mailto:andy@standrews-stpeters.org)  Due to the confidential nature of the self-declaration we would suggest that the form be printed, signed and posted (in an envelope marked ‘confidential’),  to Andy at the above address, rather than emailed.  **Please note that both the confidential self declaration and application form must reach us by the closing date of:** **10am on Monday 14th June 2021** |

**Please could you tell us where you saw this post advertise**

# Diocese of Bristol Confidential Declaration Form

*The Confidential Declaration Form must be completed by all those wishing to work with children and / or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and / or adults experiencing, or at risk of abuse or neglect. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment / appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role / position. All forms will be kept securely in compliance with the Data Protection Act 1998.*

*If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question which you are answering.*

*Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1st December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).*

St Andrew’s & St Peter’s Church undertakes to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

**All applicants are asked to complete this form and return it with the main application form, before the closing date.**

**Position applied for:** Community Pastor

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules? (Include both ‘spent’ and ‘unspent’ convictions)

YES  NO

1. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules[[1]](#footnote-1)?

YES  NO

*Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s).*

*Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) you will be expected to declare* ***all*** *convictions and / or cautions etc., even if they are ‘spent’ provided they have not been filtered by the DBS filtering rules. Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.*

*If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and / or adults experiencing, or at risk of abuse or neglect. Although it is important to note that the existence of a conviction, caution etc. this will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.*

1. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence / misconduct?

YES  NO

1. Are you or have you ever been prohibited and / or barred from work with children and/or vulnerable adults?

YES  NO

1. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and / or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and / or vulnerable adult was at risk of significant harm from you?

YES  NO

1. Has your conduct ever caused or been likely to cause significant harm to a child and / or vulnerable adult, and / or put a child or vulnerable adult at risk of significant harm?

YES  NO

*Note: Make any statement you wish regarding any incident you wish to declare*

1. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

YES  NO

1. Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult’s Social Care)?

YES  NO

If you reply yes to questions 7 and/or 8, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

*Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, Children’s Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.*

1. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation?

YES  NO

1. Is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules; or is that person at present the subject of a criminal investigation/pending prosecution?

YES  NO

If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s).

*Note: All these matters shall be checked with the relevant authorities*

**Declaration**

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.

I agree to inform my line manager responsible if I become the subject of a police and/or a social services (Children’s Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment

Signed…………………………………….

Full Name: ………………………………………… Date of Birth: ………………

Address: ……………………………………………………………………………………

………………………………………………………………………………………………

Date: …………………………………

Please return the completed form to: Rev Dr Andy Murray

**Legalese – attached notes**

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy which is available upon request.

As this post involves substantial, unsupervised contact with children and, young people and/or vulnerable adults the successful candidate will be asked to submit to a criminal records check before the offer of employment can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to employment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As a place of worship we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking that involves working with children or vulnerable adults. Should we ever need to refer an individual to any of the lists of people deemed unsuitable for working with children or vulnerable adults then we would also inform them of any knowledge we have of that individual working in any other capacity with children/vulnerable adults.

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed.

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility from: <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/eligibility-guidance>

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1. You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS’s list of specified offences referred to in footnote 1 above. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered** [↑](#footnote-ref-1)