

**Application form**



**Application form**

*Please complete this application form electronically or in black ink using block capitals.*

**Section one: personal information**

|  |  |  |  |
| --- | --- | --- | --- |
| Post applied for: |  | | |
| Family name: |  | Title: |  |
| Preferred name: |  | | |
| Names in full: |  | | |
| Address: |  | Postcode: |  |
| Telephone: |  | | |
| Email: |  | | |
| Are you eligible for work in the UK? |  | | |

Where did you see this advert?

**Section two: employment history**

*Please note any other employment you would continue with if you were successful in*

*obtaining this position.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*How much notice is required in your current post?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From, to (month, year)** | **Name and address of employer** | **Job title and duties** | **Salary at leaving** | **Reason for leaving** |
| **Current** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Continue on a separate sheet if necessary.*

**Section three: education history**

1. Professional/practical qualifications obtained (e.g. teaching, social work).

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Qualification/experience** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Further education (college or university). Please give details of any qualifications obtained.

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Organisation and qualification** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Principal secondary schools

|  |  |
| --- | --- |
| **School** | **Qualifications and details** |
|  |  |
|  |  |
|  |  |
|  |  |

**Section four: reasons for applying for this post**

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| --- |
| Please detail here your reasons for applying for this post.  *You should include experience obtained in your present and past roles that would be relevant to this post and what particular skills you would bring if appointed in no more than 2 sides.* |

**Section five: references**

***Please give names and addresses of two persons from whom the Diocese may obtain both character and work experience references (one must be your present or most recent employer). Please obtain their permission. If you are applying for a post which requires unsupervised access to children/vulnerable adults, the diocese reserves the right to approach any past employer for a reference.***

|  |  |  |
| --- | --- | --- |
| Name: |  |  |
| Position: |  |  |
| Occupation: |  |  |
| Address:  Postcode: |  |  |
| Telephone: |  |  |
| Email: |  |  |
| Relationship with applicant: |  |  |

May we approach your referees prior to interview? Yes/no

**Section six: declaration**

*Please read this carefully before signing this application.*

|  |
| --- |
| 1. **I confirm that to the best of my knowledge and belief, the above information is complete and correct and that any untrue or misleading information will give the DBF the right to terminate any employment contract offered.**      1. **I agree that the DBF reserves the right to ask relevant questions about an individuals’ health after an offer has been made, and only where appropriate will request a health assessment through occupational health. Should further information be required and the DBF wish to contact a doctor with a view to obtaining a medical report, the law requires them to inform the individual of this intention and obtain their permission prior to contacting their doctor. Again, this is done through the diocesan occupational health adviser. Information the diocese receives will only be retained on a personnel file during an individuals’ tenure in post and will be only stored/processed in accordance with the Data Protection Act.** 2. **I understand that the diocese has in place safer recruitment practices and I agree that where a role may require a criminal records check the DBF will apply to the Disclosure and Barring Service for the appropriate level of disclosure. I have read section five of this form and understand that should a required disclosure not be satisfactory, any offer of employment may be withdrawn or employment terminated.** 3. **I understand that Clergy, ordinands and such employed lay people working for the diocese 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 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. I can confirm / not confirm that I am able to comply with this.** (please circle as appropriate)   **Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

To submit your application please email Helen Crawford at hcrawford@glosdioc.org.uk or return your completed form to:

Helen Crawford, Church House, College Green, Gloucester GL1 2LY

**Please note: Closing date is 9am on Tuesday 28 August 2018**

**Interviews will be held on Wednesday 5 September 2018**

**Job Applicant Privacy Notice**

The DBF (Diocesan Board of Finance)/Cathedral collects a range of information about you during recruitment processes including:

* Your name and contact details
* Your qualifications, experience, skills and employment history
* Whether you have the right to work in the UK
* Whether you wish to disclose to us about a disability for which we need to make reasonable adjustments during our recruitment procedure.

We will collect this information from your application, exam certificates, passport or other identity documents and interviews. We will then store the information on our internal HR IT systems and also in paper form in our HR department. We may share the information internally for recruitment purposes with our HR, IT team and Finance team for pension and payroll processing purposes.

We may also obtain information from, and share your information with, former employers to obtain references, and the Disclosure & Barring Service to obtain necessary criminal records checks where appropriate to the role. We will not share your data with any other third parties or transfer it outside the European Economic Area.

If your application is unsuccessful, we may keep your information on file for up to 6 months in case we have any future job opportunities for you. We will ask for your consent to do this and you are free to withhold this consent or withdraw it at any time).

**Why we handle your Personal Data**

We need to process various types of information about you to:

* Take the necessary steps before entering into a contract with you.
* Comply with our legal obligations, such as checking your right to work in the UK before employment starts.
* Fulfil our legitimate business interests, including being able to manage the recruitment process, to manage payroll and pensions, assess your suitability for the role and decide whether to employ you. We also need to retain your data to defend ourselves against any legal claims.

We also need to process some ‘special categories’ of data. These include information necessary for equal opportunities monitoring and information about any disabilities so we can make any reasonable adjustments to the recruitment process (as well as information about any criminal convictions). We also have some roles for which an Occupational Requirement may be required. This is necessary for us to perform our obligations and exercise specific rights related to employment.

**Data retention and Protection**

If your application for employment is unsuccessful, we will keep your data on file for 6 months with your consent. If your application is successful, this forms part of your HR personnel file and we keep our files in line with Church of England national data for specific roles, legal etc. We have strict policies and controls in place to prevent the loss, accidental destruction, misuse or disclosure of your data.

**Your Rights and Obligations**

Under data protection laws, you have the right to:

* Obtain a copy of your data if you wish.
* Ask us to amend incorrect or out of date data
* Ask us to erase or stop processing your data if it is no longer necessary for us to hold it for its original purpose.
* Object to us processing your data where we are relying on our legitimate interests as the legal basis for processing.
* Complain to the Information Commissioner’s Office if you believe that we have breached your data protection rights.

**Automated Decision Making**

We do not base any of our recruitment decisions on automated decision making.

Our appointment processes follow the Church of England Safer Recruitment Guidelines.