



Application for Employment

Pastor for Older People

We ask all prospective employees working with children, young people and/or adults at risk to complete this extended application form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by Christ Church Clifton, unless requested by an appropriate authority.

1. Personal Details

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

How long have you lived at this address?	Years:	Months:
<i>If less than 5 years, please give previous address(se) with dates:</i>		
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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what type?	<input type="checkbox"/> Full	<input type="checkbox"/> Provisional
If yes, do you have any current endorsements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please give details of any current endorsements:		

National Insurance number:	
Current (or most recent) salary:	
How many days 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. 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 challenges you most about living as a Christian?
What's the most important lesson you have learnt about living the Christian life?

3. 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

4. Education and Training

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

5. Suitability for this role

How have you discerned that you have a God-given calling to work with older people in a local church setting? How is God calling you to this specific role at Christ Church?

Please outline your personal experience of leadership with in the local church, both working within Older People’s Ministry and in other ministry areas:

What experience do you have of building, leading and managing team of volunteers? What challenges does the local church face in this area?

What experience do you have of prayer ministry? What would age-appropriate prayer ministry for older people look like and how would you lead it?

What experience and/or training do you have of safeguarding and safer recruitment issues within a local church context? What challenges does the local church face in this area?
What administrative, organisational and communication gifts do you have that would be relevant to this role?
What experience do you have of running events and activities for older people?
What do you perceive to be the biggest challenges facing today's generation of older people? How does this impact the way the church evangelises and disciples older people in today's culture?

6. Suitability for working with older people

Please give details of previous experience of looking after or working with older people including adults at risk. 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please give details:</i>		
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 and/or adults at risk declined?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please give details:</i>		

7. Other Information

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

8. 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:		
May we approach prior to interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Name:	
Address:	
	Postcode:
Telephone:	
Email:	
Name of Church:	
May we approach prior to interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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, place it in a sealed envelope marked 'Confidential Self Declaration' and return it to Mark Parsons with this application form. You are welcome to discuss any aspects of this procedure with Mark. He can be contacted on 0117 973 6524 x 230 or via email at mark.parsons@ccweb.org.uk.

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 sent the Self-declaration Form in a separate, sealed envelope.

Signed: _____ **Date:** _____

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, and all appropriate Acts in relation to Criminal Record Disclosures (see Self Declaration Form).

The completed application form, with the completed self-declaration form in a sealed envelope should be returned to:

Mark Parsons, Operations Manager
Christ Church Clifton, Linden Gate, Clifton Down Road, Bristol, BS8 4AH

The closing date for applications is **midnight on Sunday 10th March 2019**

Application forms can be submitted via email to mark.parsons@ccweb.org.uk but due to the confidential nature of the self-declaration form, this must not be emailed. Instead, please print, sign, and enclose the form in a sealed envelope marked 'Confidential Self Declaration' with your full name and position applied for clearly shown on the envelope. This should then be placed in a second envelope before posting to Mark Parsons at the address above. This form must reach us by the closing date.

Please could you tell us where you saw this post advertised _____



Self-declaration Form for a Position Requiring a Disclosure

Strictly Confidential

Christ Church Clifton 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, detach it from the main application form and return it, in a sealed envelope marked 'Confidential Self Declaration', alongside the main application form.

To: Mark Parsons, Operations Manager
Christ Church Clifton, Linden Gate, Clifton Down Road, Clifton, Bristol, BS8 4AH

Position applied for: Pastor for Older People

1. Conviction History

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please tick 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please tick 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please tick 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974** and the DBS filtering guidance*.

Do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.		

2. Police Investigations

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction (and is not subject to DBS filtering rules)*?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.		

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details, we will need to discuss this with you.		

Has there ever been any cause for concern regarding your conduct with children, young people and/or adults at risk? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please give details.		

3. Declaration

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) _____ of (address) _____

consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within Christ Church Clifton responsible for processing disclosure applications if I am convicted of an offence after I take up any post within Christ Church Clifton. I understand that failure to do so may lead to the immediate suspension of my work with children or adults at risk and/or the termination of my employment.

I agree to inform the person within Christ Church Clifton responsible for processing disclosure applications 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 adults at risk and/or the termination of my employment.

Signed: _____ Date: _____

As you are applying for a position within the scope of regulated activity please confirm that you are not barred from working with children / adults at risk.
I confirm that I am not barred from working with children / adults at risk.
Signed: _____ Date: _____

* <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>
<https://www.gov.uk/government/publications/dbs-filtering-guidance>

** https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitation-offenders.pdf

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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