



Application for Employment

Children's & Families 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 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>		<input checked="" type="checkbox"/>
	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
Expiry date:		
What group(s) does your licence cover?		
Do you have any current endorsements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please give details of any current endorsements:		

Do you have a current right to work in the UK?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please provide details:		
What length of notice period do you need to give your current employer?		

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. Your calling to this role

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

What do you perceive to be the biggest challenges facing today's generation of children and their families? How does this impact the way the church evangelises and disciples children and families in today's culture?

6. Your suitability for this specific role

Remember, we can only shortlist you if you tell us how you meet the essential key skills, experiences and qualities we need for this role!

Please refer to the **Person Statement** (Experiences and Qualifications) in the centre column of the Children's and Families Pastor Role Profile and outline how you meet the key skills, experiences and qualities we are looking for, referring to any relevant previous experience or qualifications as necessary:

Please refer to the **Key Responsibilities** in the left-hand column of the Children's and Families Pastor Role Profile. What most excites you about this role? What would you find challenging?

If you were successful in being appointed to this role, what would be your top three priorities for your first three months of employment?

7. Suitability for working with children

Please give details of previous experience of looking after or working with children, young people or vulnerable adults. 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 or vulnerable adults declined?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please give details:			

8. Other Information

Are you applying for this role on a full-time or part-time basis?	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time
If part-time, please outline the flexibility and hours you are looking for and how you would see this working out across the working week (including Sundays):		
Apart from involvement in church and Christian activities, what other interests do you have?		
Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable:		
What else would you bring to the Christ Church community?		
Use this space for anything else you would like to tell us about yourself:		
Please tell us where you saw this post advertised:		

9. References

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

	Reference 1	Reference 2
Name:		
Company/Org:		
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.

10. Data Protection Statement

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. Christ Church Clifton will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of legitimate interest to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

11. Declaration

Please would you complete the attached Self-declaration Form, place it in a sealed envelope marked 'Confidential Self Declaration' plus your name 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 an Enhanced Disclosure with Barring Check should we wish to appoint you to this post.

I confirm that the above information is complete and correct and that any untrue or misleading information will give the PCC of Christ Church Clifton the right to terminate any employment offered. I consent to your processing of this information and data for the purposes outlined above. I understand that any offer of employment is subject to the PCC of Christ Church Clifton being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010). 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

*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.*

As the initial closing date for this role has now passed, yet the role remains unfilled, please feel free to submit an application at any time. We will shortlist applicants as they arrive and suitable candidates will be invited to interview as soon as possible.



Self-declaration Form for a Position Requiring an Enhanced Disclosure

Strictly Confidential

Christ Church Clifton undertakes to meet the requirements of the Data Protection Act 1998, General Data Protection Regulations (from 25th May 2018) 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' plus your name, 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: Children's and Families Pastor

Level and Workforce: Enhanced DBS with Barring – Child Workforce

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*.

Having read the above, 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?	<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, vulnerable adults? 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 have read the Standard/Enhanced Check Privacy Policy for applicants – www.thirtyoneeight.org/dbs-links. I understand how DBS will process my personal data and the options available to me for processing an application I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs 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 vulnerable adults 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 vulnerable adults and/or the termination of my employment.

Signed: _____ Date: _____

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children OR I confirm that I am not barred from working with adults at risk.

Signed: _____ Date: _____

NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

* links can be found at www.thirtyoneeight.org/dbs-links

Legalese – attached notes

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders / Model Equal Opportunities Policy.

As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales) or through Access NI if you are in Northern Ireland or through Disclosure Scotland if you live in Scotland.

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 appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk.

Christ Church Clifton agrees to abide by the Code of Practice on the use of personal data in employee/employer relationships under the General Data Protection Regulations effective from May 25th 2018, as well as the expectations of the DBS.

Notes - Children and Young People

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. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check. For applicants in Scotland and Northern Ireland, similar provisions apply.

DBS Eligibility from: www.thirtyoneeight.org/dbs-links

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