

**APPLICATION FORM**

Application for the office of

Priest in charge of Penshaw, Shiney Row, Herrington  
and Burnmoor**SECTION I**

Surname

Christian names

Address

Home telephone number

Mobile number

E-mail

Ordained deacon in the  
Diocese of

In (year)

Ordained priest in the Diocese  
of

In (year)

**Lay ministers**First licensed/commissioned in  
the Diocese of

In (year)

**SECTION 2 – PRESENT APPOINTMENT**

What is the title of your present office? Please give the date you started and a brief outline of the work.

**SECTION 3 – FURTHER EDUCATION AND PROFESSIONAL QUALIFICATIONS**

Please give details, with dates, **most recent first**.

**a) Further education (including theological college or course).** Please give qualification obtained with class of degree.

From	To	Qualification/experience

**b) Other professional/practical qualifications obtained** (e.g. teaching, social work, further study).

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**SECTION 4 – CAREER AND MINISTRY** Please give details, with dates, with earliest first. Please explain any gaps and give a relevant address for each appointment

**a) Career before ordination** – please give a brief indication, with dates, of the nature of the work and responsibilities

From	To	Description (nature of work and responsibilities)

**b) Offices held since ordination and any other work done** (full and part-time not including present appointment) with details of the nature of the work and responsibilities. Please provide in date order, and explain any gaps.  
 Please list these, with separate entries for offices held concurrently (e.g. rural dean, chaplaincies etc.). Please indicate major parish features (e.g. type of area, team ministry, ecumenical). Please provide a contact address where the post is not parochial or diocesan.

From	To	Office and description (nature of work and responsibilities)	Contact address if not a parochial or diocesan post

**c) Responsibilities in the wider Church**

Please indicate 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, and how you contributed to progressing their agendas.

From	To	Description

**d) Continuing ministerial education and development**

Please list training courses attended and development activities undertaken e.g. mentoring (other than IME 1-7) in the last 5 years. Include courses and activities both inside and outside the Church.

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**e) Any publications**

**f) Theological and ecclesiological**

What theological traditions have shaped your ministry and with which do you feel most at ease today?

**SECTION 5 – COMMUNITY AND OTHER INTERESTS**

**a) Responsibilities in the community**

Please indicate your responsibilities in the community, e.g. school governor, political or community service. What did you accomplish?

**b) 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 these contributed to your ministry?

**c) Other interests**

Please indicate other recreational interests.

## **SECTION 6 – PERSONAL STATEMENT**

Please state your reasons for applying for this office. What you write and how you write it will help those making the appointment build up a picture of you. You will want to outline how you meet each of the elements of the person specification, drawing on gifts, skills, knowledge and experience from your previous career, both before and after ordination, responsibilities held and relevant interests. You will also want to set out your thoughts about how you will take forward some of the challenges and issues set out in the role specification. If the office applied for is in a different church tradition from the one you have come from give examples of how you have worked across traditions.



## **SECTION 7 – 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 office you will be invited to provide information about you and your family so you can receive appropriate pastoral care.

### **References:**

Please give names, occupations and addresses (including e-mail if possible) of three persons to whom reference can be made and the capacity in which they have known you. 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. An Episcopal reference will always be taken up prior to interview.

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**Health:**

Please specify any special access requirements you may have in order to attend interview e.g. deaf loop system

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Do you have any health related condition that would affect your ability to carry out functions that are intrinsic to the office? (See person specification for details.)

**Marital status:**

Please describe your marital status. You should specify whether you are single, married, or in a civil partnership, separated, divorced, widowed, or formerly in a civil partnership now dissolved. You should also specify whether you are divorced and remarried with a previous spouse who was still living at the time of your marriage, and/or whether you are married to a person who has been previously married whose former spouse was still living at the time of your marriage.

**Ecclesiastical Offices (Age Limits) Measure 1975**

With very limited exceptions, appointment to an ecclesiastical office can only be offered to priests over the age of 70 on a fixed or limited term licence. Are you under the age of 70?

Yes/No

**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.

Yes/No

**Protecting children and vulnerable adults – the Confidential Declaration Form**

The Confidential Declaration Form should be completed by all those wishing to work with children and/or adults who are vulnerable. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and/or adults who are vulnerable. 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.

A Confidential Declaration can be found with this application form.

### Promoting racial equality

Are you a member or an active supporter of any political party or other organisation whose constitution, policies, objectives, activities, or public statements are incompatible with the Church of England's commitment to promoting racial equality? The House of Bishops has made declarations of incompatibility in respect of two organisations, namely the British National Party and the National Front.

Yes/No

### Where did you hear of this office?

If appointed when would you be available to start?

I certify the information given in this application is correct

Signature

Date

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. The Data Protection Act of 1998 applies to all references and commendations.

The successful candidate will be required to receive an enhanced disclosure (which will include a check of the barred lists) from the Disclosure and Barring Service.

Travelling expenses and subsistence allowance (in accordance with General Synod regulations) will be allowed to candidates selected for interview.

Closing date for applications  
Interviews will be held on

09:00  
3/5/22

24/5/22

Please return to:

Archdeacon.of.sunderland@durham.anglican.org



## NOTES FOR APPLICANTS

Increasingly role descriptions and person specifications are being used in appointments. These help all parties to be clear about what qualities and experience are being sought and on what basis the decision to appoint will be made.

This form helps you to demonstrate your calling to the office, showing how your gifts, skills, experience and qualities match the criteria. It allows those making appointments to demonstrate their discernment of the successful candidate by assessing applicants against selection criteria in a structured way, avoiding bias. In completing the form you should ask yourself “What might I under God be able to bring to the needs of this office?”

You are encouraged to complete the form electronically. This eases administration and allows interviewers to concentrate on the facts you are presenting rather than having first to read your handwriting. Start with the most recent one first when listing dates.

Please complete each section fully. Saying ‘see CV attached’, for example, is not sufficient.

Once you have completed the form read it through and check you have shown how you meet each of the criteria.

Section 6 – Personal Statement allows you to explain why you are applying for the post and, using examples from your previous work and experience, why you are suited to it. Pull together the relevant information from other parts of the form. Don’t forget to include information about things you have done in your career before ministry or relevant interests. Concentrate on facts, things your interests have caused you to do, rather than mentioning a general interest in a particular subject. But don’t be too detailed, 2 pages of personal statement is enough. The interview gives the opportunity to explore these areas further.

If there is a particular requirement about a post holder e.g. a PCC has passed a Resolution under the House of Bishops’ Declaration on the Ministry of Bishops and Priests, and a woman is therefore not an acceptable appointee or someone remarried after divorce and with a former partner still living is not acceptable, the person specification needs to make this clear and if appropriate you need to address it in your personal statement.

Some requirements however are more general and will not be mentioned in the person specification. For example, the Ecclesiastical Offices (Age Limit) Measure 1975 does not allow the appointment of those over 70 unless in a fixed or limited term licensed appointment under regulation 29(1) (b). If you are in any doubt about your eligibility, you should ask those responsible for making the appointment before you complete your application.

Personal information is confined to the confidential part of the form. This means only the person administering the process, the bishop and those who need to see it will have access to it. It means those interviewing you are not influenced by factors that are not relevant in making the appointment.

The bishop may ask you questions about the confidential information at your private interview because he or she has to assure himself or herself that your lifestyle is commensurate with a) priestly ministry and b) the person specification for the post.

If you are appointed, you will be invited to provide information about you and your family so the bishop has the information he or she needs to provide you with pastoral care.

## SAMPLE CLERGY RECRUITMENT MONITORING FORM

Please complete this monitoring form and send it direct to the monitoring officer of the diocese in which you are applying to work. The information will not be used as part of the selection process and will enable the diocese to monitor the diversity of clergy applying for its offices. You may tick the 'prefer not to say' box for any questions that you do not wish to answer.

Application for the office of:

### I What is your ethnic group?

#### A White

British

Irish

Other

#### B Mixed

White/ Black Caribbean

White/Asian

White/Black African

Other

#### C Asian or Asian British

Asian British

Pakistani

Bangladeshi

Indian

Other

#### D Black or African or Caribbean or Black British

African

Caribbean African

Black British

Other

#### E Other group

Chinese

Other

#### F Prefer not to say

**2 Gender**

Male

Female

Prefer not to say

**3 Age Group**

16 – 25

36 – 45

56 – 65

Over 70

26 – 35

46 – 55

66 – 70

Prefer not to say

**4 Disability**

Do you consider yourself to have a disability or a long term health condition?

Yes

No

Prefer not to say

**5 Marital Status**

Single

Married

In a civil partnership

Married to a person who has been previously married whose former spouse was still living at the time of the marriage

Divorced and remarried with a previous spouse still living at the time of the marriage

Separated

Divorced

Civil partnership dissolved

Widowed

Prefer not to say

?

## Church of England Confidential Declaration Guidance and Privacy Notice

The Confidential Declaration 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.

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

The Privacy Notice attached to this form (see page 5 onwards) explains how the information you supply in your Confidential Declaration is used and your rights with respect to that data as required by the General Data Protection Regulation 2016/679 (the "GDPR") and the Data Protection Act 2018, (the "DPA 2018").

If you do not complete this form, or if you do not give true, accurate and complete information in response to the questions it contains, this may amount to misconduct under the Clergy Discipline Measure 2003 and your appointment will not proceed.

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)
  
2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules?

*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. will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.*

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



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

*Please note that you **only** need to mention if you have been placed on the DBS Barred List with regard to children and/or vulnerable adults if you will be taking up a position that involves engaging in “regulated activity” with children and/or vulnerable adults. If you are unsure whether the position involves “regulated activity” please contact the appointing organisation/person.*

5. Has a court ever made a finding of fact in relation to you, that you have ill-treated, neglected or otherwise caused harm to a child and / or vulnerable adult, or has any 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 ill-treatment, neglect or other significant harm from you?

6. Has your conduct ever caused or been likely to cause ill-treatment, neglect or other harm to a child and /or vulnerable adult, and/or put a child or vulnerable adult at risk of ill-treatment, neglect or other harm?

*Note: if you have answered ‘yes’ to any of the questions above, please give details here*

7. To your knowledge, has there ever been an allegation made against you (whether substantiated or not) that your conduct has amounted to or resulted in ill-treatment, neglect or other harm to a child and/or vulnerable adult, or putting a child or vulnerable adult at risk of ill-treatment, neglect or other harm?

8. 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)?

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 (including Domestic Abuse). Checks will be made with the relevant authorities.*

9. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, placed by you in care, subject to child protection planning, subject to 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?

10. Has a child in your care or for whom you have or had parental responsibility ever been in the care of the local authority, or been accommodated by the local authority?

11. If you are working from home with children, 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?

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 applicable to Q11: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include **all** clergy).*

Please inform relevant members of your household that you have included their details on this form (if applicable) and give them a copy of the Privacy Notice.

*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 declare that I have disclosed on a separate sheet any additional information I have which could be considered relevant to the questions in this Confidential Declaration.

After I have been appointed, I agree to inform my Bishop/Archbishop if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult's Social Care) investigation.

Signed.....Full Name...

Address

Date...

Please return the completed form

to...archdeacon.of.sunderland@durham.anlican.org.....

*Before an appointment can be made applicants who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service.*

*All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and / or adults experiencing, or at risk of abuse or neglect.*

*Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk.*

## **Privacy Notice**

This notice explains how the information you supply in your Confidential Declaration is used and your rights with respect to that data as required by the General Data Protection Regulation 2016/679 (the "GDPR") and the Data Protection Act 2018, (the "DPA 2018").

### **1. Who I/we are**

I, the Rt. Revd Paul Butler, Bishop of Durham, am the data controller (contact details below). This means I decide how your personal data is processed and for what purposes.

### **2. The data I collect about you**

I collect your name and address as provided by you in the Confidential Declaration Form, and where applicable, relevant conduct data and/or criminal offence data (including allegations); barring data; court findings or orders.

We also collect the following information about other individuals living or employed in your household who are over 16 years old, where applicable (see section 3, headed "Purposes and lawful bases for using your personal data" paragraph 3):

- criminal offence data (including allegations); barring data; court findings or orders.

It is our expectation that you will inform these individuals that you have put their details on the CD form, and that you explain the reason for this.

### **3. Purposes and lawful bases for using your personal data**

The overall purpose of the confidential declaration is to ensure that I take all reasonable steps to prevent those who might harm children or adults from taking up positions of respect, responsibility or authority where they are trusted by others in accordance with the Safer Recruitment: Practice Guidance (2016).

We use your data for the following purposes and lawful bases:

1. Appointing individuals to positions of respect, responsibility or authority where they are trusted by others.
2. For the Diocesan Safeguarding Adviser to conduct a risk assessment where applicant discloses information on the form.
3. Collect information about members of your household for the purpose of undertaking a Disclosure and Barring Service check on them if you have applied for a role where you work from home with children.
- 4.

It is the legitimate interest of the Rt. Revd Paul Butler, Bishop of Durham, to ensure that only appropriate individuals are appointed to certain positions, as established by the Promoting a Safer Church - House of Bishops Policy Statement (2017). We also need to be assured that no member of your household poses any risk.

It is also necessary for reasons of substantial public interest in order to prevent or detect unlawful act and protect members of the public from harm, including dishonesty, malpractice and other seriously improper conduct or for the purposes of safeguarding children and adults at risk. (Safer Recruitment Practice Guidance (2016)).

### **Legitimate Interest Assessment**

I have a specific purpose with a defined benefit	The processing is an essential part of safer recruitment, to ensure that individuals appointed to positions of respect, responsibility or authority where they are trusted by others are properly vetted and pose no risk to children, vulnerable adults or the wider public.
The processing is necessary to achieve the defined benefit.	Without processing this data, there would be no assurance that suitable individuals are being appointed.
The purpose is balanced against, and does not override, the interests, rights and freedoms of data subjects.	The risk of significant harm to others if inappropriate appointments are made outweighs the low risk to individuals of disclosing the data to us.

For a copy of the full Legitimate Interest Assessment, please contact us on the details included in section 7 headed “Complaints”.

#### **4. Sharing your data**

Your personal data will be treated as strictly confidential and will only be shared with those involved in the recruitment/appointment process and, where appropriate, the Diocesan Safeguarding Adviser. It may be shared outside the Church for the prevention or detection of an unlawful act; to protect members of the public from harm or safeguarding purposes, or as required by law, under Schedule 1, Part 1, Part 2 or Part 3 (as appropriate) of the Data Protection Act 2018, with the following:

- Police
- Children’s or Adults Social services in Local Authorities
- Statutory or regulatory agencies, (e.g. the DBS)

#### **5. Data Retention**

I keep your personal data, if your application is successful, for no longer than reasonably necessary for the periods and purposes as set out in the retention table below at the following link:

<https://www.churchofengland.org/sites/default/files/2017-10/Safeguarding%20Records-%20Retention%20Tool%20kit%20-Dec%2015.pdf>

If your application is not successful, your data will be held for 6 months after the recruitment process ends, and then destroyed.

## 6. Your Legal Rights and Complaints

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 be informed about any data we hold about you;
- The right to request a copy of your personal data which we hold about you;
- The right to request that we correct 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 us 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 your personal data
- The right to obtain and reuse your personal data to move, copy or transfer it from one IT system to another. [*only applicable for data held online*]

## 7. Complaints

If you have any questions about this privacy policy, including any requests to exercise your legal rights, please contact us using the details set out below.

Chaplain to the Bishop of Durham. Email: [Jo.Dowsett@durham.anglican.org](mailto:Jo.Dowsett@durham.anglican.org)  
Telephone Number: 01388 311944/01388 602576. Address: Bishop's Office, Auckland Castle, Bishop Auckland, DL14 7NR.

If you do not feel that your complaint has been dealt with appropriately, please contact:

Rt. Revd Paul Butler, Bishop of Durham. Email: [bishop.of.durham@durham.anglican.org](mailto:bishop.of.durham@durham.anglican.org). Telephone Number: 01388 602576. Address: Bishop's Office, Auckland Castle, Bishop Auckland, DL14 7NR.

You also have the right to lodge a complaint with the Information Commissioners Office. 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.