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| **APPLICATION FORM CONFIDENTIAL** | | | | | | | |
| Application for the office/post of | | | Associate Vicar for the University Church of St Mary the Great with St Michael, Cambridge | | | | |
| A Common Tenure post under the patronage of Trinity College, Cambridge | | | | | | | |
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| **SECTION 1- PERSONAL DETAILS** | | | | | | | |
| 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) | |  |
|  | | | | | | | |
| Currently licensed in the Diocese of | | |  | | |  | |
| If you were ordained overseas please give details and ordaining Bishop    **SECTION 2 – PRESENT APPOINTMENT** | | | | | | | |
| What is the title of your present appointment? Please give the date you started and a brief outline of the work. | | | | | | | |
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| **For Curates:** Have you been given permission by your diocese to look for a new post? If not when will you be?  **SECTION 3 – EDUCATION & PROFESSIONAL QUALIFICATIONS** | | | | | | | |
| Please give details, with dates, **most recent first** | | | | | | | |
| **a) Education (including secondary schools, tertiary colleges/university and theological college or course).** Please give qualification obtained with class if degree. | | | | | | | |
| From | To | College, course, qualification | | | | | |
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| **b) Other professional/practical qualifications obtained** (e.g. teaching, social work, further study). | | | | | | | |
| From | To | Qualification/ experience | | | | | |
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| **SECTION 4 – CAREER AND MINISTRY**  Please give details, with dates, most recent first. 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 | | | | | | | |

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| From | To | Description (nature of work and responsibilities) |
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| **b) Offices & posts held since ordination and any other work done** (full and part-timenot including present appointment) with details of the nature of the work and responsibilities. Please provide in date order, and explain any gaps. Please give separate entries for posts held concurrently (e.g. area dean, chaplaincies etc.). Please indicate major parish features (e.g. type of area, team ministry, ecumenical). | | |
| From | To | Post and description |
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| **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 |
|  |  |  |
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| **d) Continuing ministerial education and development** | | |
| Please list training courses attended and development activities undertaken (other than Initial Ministerial Education) in the last 3 years. Include courses and activities both inside and outside the Church. | | |
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| **e) Any publications** | | |
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| **SECTION 5 - THEOLOGICAL & ECCLESIAL**   1. What theological traditions have shaped your ministry and with which do you feel most at ease today? |
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| 1. With what styles and traditions of worship are you most at ease? |
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| 1. What are your priorities in mission and ministry? |
|  |
| 1. What spiritual disciplines have moulded, and now mould, your daily life and ministry? |
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| **SECTION 6**  **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. |
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| **SECTION 7 – PERSONAL STATEMENT** |
| **Why do you feel you might be called to this ministry in this place at this time?**  *In no more than 1000 words and using examples from your previous work and experience, explain why you are applying for the post and are suited to it. Critically analysing the profile and evaluating how you meet the post’s needs will be very important.* |
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| **SECTION 8 – CONFIDENTIAL INFORMATION** | | | |
| **This section will be removed by the person administering the application process and will only be made available to the Patrons, the chair of the interview panel and the bishop. If you are called for interview the interview panel will see your references.**  **References:**  Please give names, occupations, addresses and e-mails 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/her 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. | | | |
| Name |  |  |  |
| Email  Address |  |  |  |
| Phone number |  |  |  |
| Relationship to you |  |  |  |
|  | | | |
| We expect to take up references before the interview unless you have indicated otherwise.  An episcopal reference will always be taken up prior to the interview.   |  | | --- | | Diocesan Bishop | | | | |
| |  | | --- | | Name | | Address | | Telephone/Email | |  | | | | |
| **Health:** | | | |
| Please indicate any special access requirements, or other reasonable adjustments, that you may require in order to attend interview. | | | |
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| Do you have any health related condition/s that would require reasonable adjustments to be made in order for you to fulfil the functions intrinsic to the post? (See person specification or parish profile for details.) | | | |
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| **Ecclesiastical Offices (Age Limits) Measure 1975** | | | | | | |
| With very limited exceptions, appointment to an ecclesiastical office can only be offered to anyone 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? | | | | | | |
|  | | | | | | Yes/No |
| 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. Priests from overseas may also require permission to officiate from the Archbishops under the provisions of the *Overseas and other Clergy (Ministry and Ordination) Measure 1967.* | | | | | | |
| **Protecting children and vulnerable adults**  A diocesan Confidential Declaration Form will need to 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. The Archdeacon/Bishop’s office will be responsible for processing these formalities. | | | | | |
| **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 post?**  **If appointed, when would you be available to start**?  I certify the information given in this application is correct | | | | | |
| Signature  Date | | | | | |
| NOTES: It is important that this application form is completed by applicants. A Curriculum Vitae is not an acceptable substitute. 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 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 from point of entry into the UK if travelling to interview from overseas | | | | | |
| **Closing date for applications** | Friday, 26 April | Please return to: | [Archdeacon.cambridge@elydiocese.org](mailto:Archdeacon.cambridge@elydiocese.org)  The Ven Dr Alex Hughes, Archdeacon of Cambridge | | | |
| **Interviews will be held on** | Thursday, 23 May |  |

**SECTION 9 - NOTES FOR APPLICANTS**

Increasingly 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. 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.

If there is a particular requirement about a post holder (e.g. if a PCC has requested alternative pastoral provision under the House of Bishops Declaration on the ministry of Bishops and Priests and a woman is not an acceptable appointee, or someone remarried after divorce and with a former partner still living is not acceptable) the person specification will need to make this clear and, if appropriate, you may need to address it in your application. Some requirements however are more general and will not be mentioned in the person specification, (eg. the Ecclesiastical Offices (Age Limit) Measure 1975 does not normally allow the appointment of those over 70 which is authorised other than by bishop’s licence). If you are in any doubt about your eligibility you should ask the bishop’s office 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.

The bishop may ask you questions about the confidential information at a private interview because he/she has to assure themselves 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.

End