



GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

The purpose of these notes is to provide you with some guidance on completing the application form.

The person specification enclosed with the details of the post lists the criteria against which the suitability of each candidate for the post will be assessed. The person appointed will be the one who most closely meets the criteria in the light of the job description.

General Points

- 1 Please complete the application form electronically or in **black** pen so that it can be scanned.
- 2 If you do not have enough space on the form at any point you may expand the box (electronically) or continue on a separate sheet of white A4 paper.
- 3 Please do not submit a CV.

Part A – Personal Details

This section asks for some basic details about yourself all of which will be treated with the utmost confidentiality.

References

References will usually be sought before interview for those short-listed, in the strictest confidence. If you are not content for us to approach your current/most recent employer prior to interview then please indicate this on your application form. Please provide us with each referee's full name, e.mail and postal addresses (including the postcode), and telephone number, together with their role or job-title. Please ensure that all referees are aware of your application.

Three referees are required. No personal references will be accepted.

- Your principal academic referee should be someone who knows your work well, such as your doctoral supervisor (if recent) or someone who is responsible for overseeing or sharing in your teaching or research (for example, a head of department).
- Your second referee should be your current or most recent employer. If are not yet in employment, or have not recently been in employment, please provide a second academic referee who knows you and your work.
- Your third referee should be a minister who is able to confirm that you are an active communicant member of a church that is part of Churches Together in Britain and Ireland, or of a church in full communion with the Church of England. Applicants who are ministers should provide the details of a senior minister who has oversight of their work. Anglican clergy and lay ministers should provide the details of their diocesan bishop.

Part B – Education and Training

Please give details of your education and training. Formal qualifications and relevant experience or training will be considered whether it be at work, home, or in your community or in your social life.

Part C – Employment Details

Please include a brief summary of the main duties and responsibilities of your appointment. Where you have a break in your employment history, please give details about what you were doing at this time.

Part D – Other information in support of your application

This is your opportunity to give information about your abilities, experience, skills, knowledge and achievements from all areas of your life that you believe will demonstrate how you meet the criteria contained in the person specification.

It will help if you read the person specification carefully and make notes against each of the criteria about the things you have done or achieved that show that you can meet the criteria and then use these notes to help you complete the Part D of the form.

Please remember that the selectors can only use the information you provide on your application form and will not make assumptions or deductions. You need to provide evidence by describing or explaining concisely what you have done or achieved that demonstrate you can meet the criteria rather than just saying that you can meet them.

Data Protection Act 1998

The Data Protection Act requires us to obtain your explicit consent to the processing of sensitive personal data involved in the consideration of your application. The questions on (1) the application form relating to your religious affiliation, your periods of absence and the disclosure of any convictions and (2) the monitoring sheet relating to your cultural/ethnic origin fall into this category. This information is treated in the strictest confidence. Your signature on the application form indicates your consent.

The Equal Opportunities Monitoring Sheet

In order to ensure that the Equal Opportunities Policy is carried out and for no other reason, all applicants are asked to provide information on their sex, any disability, ethnic origin etc. This will be separated from the application form and not be seen by the selectors.

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