

## **St. Cuthbert's Church Application Form – Guidance Notes**

Please read this information carefully before completing your Application Form.

These notes are intended to help you complete a St. Cuthbert's Application Form section by section.

The Job Description and Person Specification provide details of the job role and sets out the Essential Criteria against which your application will be assessed against. Invitation for interview will be based upon the information that you provided in your Application Form and how you have demonstrated that you have meet the required Essential Criteria – therefore you should complete it in a well-planned and positive way.

Only those candidates that have demonstrated that they meet the required Essential Criteria of the job role will progress to the next stage of the recruitment and selection exercise, which will include a selection interview.

Applicants who do not demonstrate that they meet the essential criteria on the Person Specification will not be shortlisted to progress to the next stage of the recruitment and selection exercise.

### **General points**

There are 2 forms as part of the Application process – the Application form and the Equal Opportunities Monitoring form. Please ensure you fill in both forms. The personal information that you provide in the Equal Opportunities Monitoring form will not be seen by the shortlisting panel. This is so that the shortlisting panel do not inadvertently make judgments on information that has no bearing on your ability to do the job. Only the Application form will be provided to the shortlisting panel.

Please complete this form and the Equal Opportunities Monitoring form electronically in a Microsoft Word or compatible format and return to [info@stcuthbertsdarlington.org.uk](mailto:info@stcuthbertsdarlington.org.uk) before the closing date.

St. Cuthbert's will only accept an Application Form received after the closing date in an exceptional circumstance, and where a shortlisting exercise for the job role has not been completed. If you consider that an exceptional circumstance has caused you to submit your Application Form after the closing date and you wish your application to be considered you may write to St. Cuthbert's at [info@stcuthbertsdarlington.org.uk](mailto:info@stcuthbertsdarlington.org.uk), requesting that your application is included in the recruitment and selection exercise by setting out your grounds for consideration and your exceptional circumstance.

You must ensure that you include as much relevant information as possible in your application. Any information provided through a Curriculum Vitae (CV) will not be considered for shortlisting purposes. If you wish to add a covering letter you can do so.

St. Cuthbert's will only notify those candidates in writing who progress to the next stage of the recruitment and selection exercise.

St. Cuthbert's does not reimburse any expenses incurred when attending an interview.

### **Part A: Current employment**

Please provide details of your present post as requested. If you are currently working parttime (P/T) you should indicate the hours you are working. If you are not working at the moment, you should provide the details of your most recent employment. When describing your duties and achievements, you should make them relevant to the job role that you are applying for.

### **Part B: Previous employment history**

Please provide full details of all previous posts you have held, starting with the most recent first. You must include dates (if applicable) of when you have not been in employment. It is important that there are no gaps in the dates. Keep your information brief and relevant to the job role that you are applying for.

### **Part C: Education, training and professional qualifications/membership**

Where there are qualifications listed as Essential, you will be asked to provide evidence of these prior to commencing employment with St. Cuthbert's.

### **Part D: Information in support of your application**

This Section gives you the opportunity to tell us why you are an outstanding candidate for the job. Please provide any additional information about yourself which you feel is relevant to the job role and demonstrates that you meet the Essential Criteria of the job role. This may include any particular skills and qualities from work, work experience, in a voluntary or other setting. You could also include information about leisure interests and hobbies if you consider it relevant to demonstrating the Essential Criteria.

Please remember that only candidates who demonstrate that they meet the Essential criteria will progress to the next stage of the recruitment and selection exercise.

Please ensure you demonstrate how you meet the Essential Criteria requirements including providing real examples to demonstrate how you meet the criteria. Please also demonstrate whether you can meet any of the desirable criteria.

### **Part E: References**

References will be taken up after candidates have been shortlisted. If you would prefer us not to contact your referee(s) until you have received a Conditional Offer of Employment you must indicate so on your application form.

Any offer of employment made by the Diocese requires two satisfactory references. One reference must be from your current or most recent employer, usually your line manager or the Human Resources Department. If you have had more than one employer in the two

years prior to your application, you should include previous employers as your second referee. In all circumstances, your referees must be people who know you well and are able to comment on your suitability for the job role that you are applying for.

If the Diocese requires additional information, either from your current employer or a previous employer not identified as a referee, we will seek your permission prior to contacting them.

Next of kin/immediate relatives should not be named as referees.

### **Disclosure of conviction(s)**

All posts require an Enhanced or Standard Disclosure and Barring Service check, so

Please provide details of all convictions, cautions, reprimands and final warnings.

Please note that when completing the information box about criminal convictions the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) enables such convictions to become spent or ignored after a rehabilitation period.

A rehabilitation period is a set length of time from the date of conviction. After this period, with certain exceptions, an ex-offender is not normally obliged to mention the conviction when applying for a job or obtaining insurance, or when involved in criminal or civil proceedings. Cautions, reprimands and final warnings are considered spent immediately they are given.

### **Declaration**

After completing your application form you need to sign and date the declaration to show that the information you have given on the application form is true in all respects. Electronic signatures are accepted.

### **Equal Opportunities Monitoring Form**

You are invited to complete this section so that we can monitor our recruitment processes. Disability may include a physical or mental impairment, which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities. Long standing means that it has lasted, or is likely to last, for over a year. If you answer 'yes' please detail any specific requirements to assist us with an interview so that the necessary arrangements can be made.

Canvassing of any member of staff in the Diocese is prohibited which is why we ask all applicants to declare if they are related to anyone employed at the Diocese. If you canvass a staff member, it may, if deemed appropriate, disqualify you from the recruitment and selection process (and ultimately appointment) and could result in disciplinary action for the member of staff.

## **Complaints**

The aim of the recruitment and selection procedure is to afford every candidate a fair and appropriate process that is able to meet individual needs and ensures every appointment is made on merit in an effective and consistent way. St. Cuthbert's Church welcomes any feedback on its recruitment and selection process. If you feel you were not afforded this provision, then you should write to [info@stcuthbertsdarlington.org.uk](mailto:info@stcuthbertsdarlington.org.uk) at your earliest opportunity, where possible within five working days of the time that you were notified you were unsuccessful.

Thank you for the interest you have shown in working for St. Cuthbert's Church and the time and resource that you have invested in applying for a job at St. Cuthbert's.