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**APPLICATION FORM**

# Application for the post of: Team Rector of Caldicot

**In the Diocese of Monmouth:**

**Please complete in black ink to aid photocopying**

All Sections of the form must be completed. C.V.s will not be accepted.

Where a section is starred \* further details may be provided on separate sheets of paper if necessary.

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| **Applicant Information** |
| **Surname: Christian names:** |
| **Current address:**  **Post code:** |
| **Telephone: Mobile no:** |
| **E-mail:** |
| **Are you eligible for work in the UK?** *(please circle)* **Yes / No** |
| **Details of Ordination** |
| **Ordained deacon in the Diocese of :**  **Date:**  **By Bishop:** |
| **Ordained priest in the Diocese of :**  **Date:**  **By Bishop:** |
| **Lay Ministers** |
| **First licensed / commissioned in the Diocese of:**  **Date** |

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| **Present Appointment** |
| **Present Post in Ministry:** |
| Post: Diocese, Parish, Church:  Brief description of role and main duties e.g. Incumbent, Priest in Charge:  Notice required: |

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| **Previous Ministerial appointments /employment** |
| Posts held since ordination (full and part time not including present appointment).  This can include any unpaid or voluntary work. Any dismissal or redundancy must be clearly stated. |

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| **From** | **To** | **Post, description and location** | **Reason for leaving** |
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\*(Please continue on separate sheet if necessary)

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| **Educational Background** | | |
| **Further Education (including theological college or course)** | | |
| Do you hold a university degree? *(Please circle)* Yes / No | | |
| a) If yes, give details: | | |
| Institution | Year | Degree(s) with classes and subjects |
| b) Other training or qualifications (professional, technical, etc) | | |
| Institution | Year | Awarding Body |

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| **Career before ordination** |
| Please give a brief indication, with dates, of the nature of the work and responsibilities. |
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| **Responsibilities in the wider Church** |
| Please indicate tasks undertaken for the wider Church, eg. Provincial 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. |

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| **Community and other interests** |
| Please indicate your responsibilities in the community, eg. School Governor, political or community service. What have you accomplished? |
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| Please highlight any special areas of interest in ministry. |
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| Please explain your knowledge /understanding of the welsh language and the culture of Wales. |
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| **Continuing ministerial education and development** |
| Please list training courses attended and development activities undertaken in the last 5 years. Include courses and activities both inside and outside the Church. |
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| What theological traditions have shaped your ministry and with which do you feel most at ease today? |
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| What responsibility have you had for or involvement in preparing, producing, publishing articles, books, liturgy. |
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| **Personal Statement** |
| Please state your reasons for applying for this post, outlining how you meet the selection criteria, drawing on your gifts, skills, knowledge and experience. |
| \*(Please continue on a separate page if necessary) |

**PART 2- CONFIDENTIAL INFORMATION**

This Section of the application 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.

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| **Referees** |
| Please give the names of three people to whom Reference can be made.  *At least one should be clerical and one 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 currently hold a ministerial appointment, one of the referees must be your Incumbent or Archdeacon.*  ***Please note references will be taken up prior to interview for shortlisted candidates only.*** |

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| 1. Name:  Telephone: | Address:  e-mail: |
| 2. Name:  Telephone: | Address:  e-mail: |
| 3. Name:  Telephone: | Address:  e-mail: |

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| **Protecting Children and Vulnerable Adults** | |
| Have you ever been convicted of a criminal offence? *(Please circle)* Yes / No  Please supply details of any unspent Criminal Convictions as defined by the Rehabilitation of Offenders Act 1974.  What was the date of your last CRB Disclosure: | |
| **Additional Information** | |
| Have you ever been subject to Clergy Discipline? If yes, please provide brief details | |
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| Is there anything you wish to share about family background or circumstances which may impact upon this appointment? | |
| **Health** | |
| Please specify any special access requirements you may have in order to attend for interview.  Do you have any health related condition that would affect your ability to carry out functions that are intrinsic to the post? | |
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| Where did you hear of this post? | |
| **If you are from another Province, do you give permission for the transfer of your file to this Province:** | |
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| **PLEASE RETURN THIS APPLICATION FORM TO:** | |
| **Archdeacon Ambrose Mason,**  **The Rectory, Gwernesney, USK, Monmouthshire, NP15 1HF**  **ambrosemason@cinw.org.uk**    The successful candidate will be required to undertake the necessary checks in accordance with the Safeguarding Policy of the Church in Wales.  In the event of appointment, please note that if any of your statements made in this application form are rendered untrue or found to be inaccurate, the Disciplinary Procedures of the Church in Wales will apply and dismissal may follow. | |
| **I confirm that the information I have provided is true and accurate to the best of my knowledge.** | |
| **Signature:** | **Date:** |

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| |  | | --- | | **RECRUITMENT MONITORING FORM** | | | | | | |
| **Please complete and return this monitoring form along with your application. 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 posts.** | | | | | |
| **Application for the post of:** |  | | | | |
| **1 What is your ethnic group?** | | | | | |
| **A** White | | | | | |
| White UK | |  | Irish | |  |
| White non-UK | |  |  | |  |
| Any other white background (please give details) | | | |  | |
| **B** Mixed | | | | | |
| White and black Caribbean | |  | White and Asian | |  |
| White and black African | |  |  | | |
| Any other mixed background (please give details) | | | |  | |
| **C** Asian or Asian British | | | | | |
| Indian | |  | Pakistani | |  |
| Bangladeshi | |  |  | |  |
| Any other Asian background (please give details) | | | |  | |
| **D** Black or black British | | | | | |
| Black Caribbean | |  | Black African | |  |
| Any other black background | |  |  | | |
| **E**  Chinese or other group | | | | | |
| Chinese | |  | Vietnamese | |  |
| Any other ethnic group (please give details) | | | |  | |
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| **2 Gender** | | | |
| Male |  | Female |  |
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| **3 Age Group** | | | |
| 16 – 25 |  | 26 – 35 |  |
| 36-45 |  | 46 – 55 |  |
| 56 – 65 |  | 66 – 70 |  |
| Over 70 |  |  | |
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| **4 Disability** | | | |
| Do you consider yourself to have a disability or a long term health condition? | | | |
| Yes |  | No |  |
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| **5 Marital Status** | | | |
| Single |  | Separated |  |
| Married |  | Divorced |  |
| In a civil partnership |  | Civil partnership dissolved |  |
| Married after divorce with a former partner still living | | |  |
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