[The Church of England](http://www.churchofengland.org/)

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|  | | | **CONFIDENTIAL** |
| **APPLICATION FORM** |  |  |  |
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| Application for the office of | CANON PRECENTOR | | |
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| **SECTION 1** |  |  |  |
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| Surname |  | | |
|  |  |  |  |
| Christian names |  | | |
|  |  |  |  |
| Address |  | | |
|  |  |  |  |
| Home telephone number |  | | |
|  |  |  |  |
| Mobile number |  | | |
|  |  |  |  |
| E-mail |  | | |
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| Current/Most Recent Diocese/ Episcopal Area |  | |

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| Ordained deacon in the Diocese of |  | | In (year) |  |
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| Ordained priest in the Diocese of |  | | In (year) |  |
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| ***Lay ministers*** |  |  |  |  |
| First licensed/commissioned in the Diocese of |  | | In (year) |  |

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| **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. | | | | |
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| **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 | | |
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| **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 | | | | |
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| **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) | | |
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| **b) Offices 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 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. | | | |
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| From | To | Office and description (nature of work and responsibilities) | Contact address if not a parochial or diocesan post |
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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. | | | | |
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| From | To | Description | | |
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| **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** | | | |
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| **f) Theological and ecclesiological**  What theological traditions have shaped your ministry and with which do you feel most at ease today? | | | |
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| **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? | | | |
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| **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? | | | |
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| **c) Other interests**  Please indicate other recreational interests. | | | |
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| **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. | | | |
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| |  |  |  |  | | --- | --- | --- | --- | | Surname |  | Christian names |  |   **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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| Are your papers available from the Clergy Appointments Adviser? | | | Yes/No |

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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.) | | | | | | | |
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| **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. | | | | | | | |
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| **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 | |
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| **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. | | | | | |  | |
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| **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 will be sent to Shortlisted applicants. | | | | | | | |
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| **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 |
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| **Where did you hear of this office?** | | | | | | | |
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| **If appointed when would you be available to start?** | | | | |  | | |
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| **I certify the information given in this application is correct** | | | | | | | |
|  | |  | |  |  |  | |
| Signature |  | | | | Date |  | |
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| 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 an electronic, or scanned signature, is sufficient. 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. | | | | | | | |
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| Closing date for applications | | | Friday 11 September 2020, noon | Please return to: | Marie Tims  Dean's PA  Southwark Cathedral  London Bridge  London  SE1 9DA  (By email is acceptable:  marie.tims@southwark.anglican.org) | | |
| Interviews will be held on | | | Monday 28 September 2020 (via Zoom) |