**The Bristol Diocesan Board of Finance Ltd**

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| **Application for employment**  Please ensure that you read the applicant guidance notes prior to completion.  Applications for a post will only be accepted if this form is completed, however you may also wish to submit your Curriculum Vitae to further support your application.  Please submit your application as a Word document - please do not convert to PDF.  If you have any questions about the application process, please email[**humanresources@bristoldiocese.org**](mailto:humanresources@bristoldiocese.org). Please send completed application forms to [**jobs@bristoldiocese.org**](mailto:jobs@bristoldiocese.org) |

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| **Position applied for** |  |
| **Where did you see this post advertised** |  |
| **Please state any dates when you are not available for interview.** | |
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Personal Details

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| **Title** | | |  | | **Surname** | | | | |  | | | | | | |
| **Forenames (in full)** | | |  | | | | | | | | | | **Known as** | | |  |
| **Home Address and Postcode** | | |  | | | | | | | | | | | | | |
| **Mobile** | | |  | | | | | | | | | | | | | |
| **Email** | | |  | | | | | | | | | | | | | |
| **Right to Work** | | | | | | | | | | | | | | | | |
| Are you entitled to work in the UK? The Diocesan Board of Finance does not have sponsorship license for overseas applicants. Therefore ticking NO below means you will not be eligible for shortlisting. | | | | | | | | | | | | | | | | |
| **Yes** | | |  | | | | **No** | | | | | | |  | | |
| **Current Employment (or last employment if not currently employed)** | | | | | | | | | | | | | | | | |
| **Employer Name** | | |  | | | | | | | | | | | | | |
| **Job Title** | | |  | | | | | | | | | | **Current Annual Salary** | | |  |
| **Brief outline of duties** | | |  | | | | | | | | | | | | | |
| **Start Date (month/year)** | | |  | | | | | **End Date (if applicable)** | | | | |  | | | |
| **Reason you wish to leave this post** | | |  | | | | | | | | | | | | | |
| **Please state your contractual period of notice** | | |  | | | | | | | | | | | | | |
| **Previous Employment/ Volunteering**  **Please list in date order (most recent first)** | | | | | | | | | | | | | | | | |
|  | **Organisation Name** | | | **Role Title** | | | | | **Date Employment from (month/year)** | | | **Reason for Leaving** | | | | |
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| **Brief Description of Duties** | | | | | | | | | | | | | | | |
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| **Brief Description of Duties** | | | | | | | | | | | | | | | |
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| **Brief Description of Duties** | | | | | | | | | | | | | | | |
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| **Brief Description of Duties** | | | | | | | | | | | | | | | |
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| **Brief Description of Duties** | | | | | | | | | | | | | | | |
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| **Education** | | | | | | | | | | | | | | | | |
| **Name of School / College / University and Postcode** | | | **Subjects** | | | | | **Level** | | | | | **Grade**  **/Result** | | | **Year Obtained** |
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| **Training / Other Courses attended**   |  |  |  |  | | --- | --- | --- | --- | | **Name of course attended** | **Training Provider** | **Level**  **Grade**  **/Result** | **Year Obtained** | |  |  |  |  | |  |  |  |  | |  |  |  |  |   **Membership of Professional Associations (if applicable)** | | | | | | | | | | | | | | | | |
| **Organisation Name:** | | | **Level of Membership / Role / Reg No** (if applicable) | | | | | | | | | | | | | |
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| **Supporting Statement**  **Your Skills, Abilities, Knowledge & Experience** | | | | | | | | | | | | | | | | |
| **This section is the most vital part of the form.**  **With reference to the Person Specification (which lists the required skills) please outline below how you feel you meet the requirements.** | | | | | | | | | | | | | | | | |
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| Please tell us;   * What interests you about working in this role? * What interested you about working in this Organisation? * What makes you an ideal candidate? | | | | | | | | | | | | | | | | |
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| **References** | | | | | | | | | | | | | | | | |
| **Please give names of two persons to whom reference can be made – please remember to obtain their permission.**  **Note for Clergy applicants:** If you are clergy, with your permission a confidential reference and **Clergy Current Status Letter (CCSL)** will be requested from your Diocesan or Area Bishop – **please do not list them** as one of the two referees listed below. | | | | | | | | | | | | | | | | |
| **1st Reference** | | | | | | **2nd Reference** | | | | | | | | | | |
| **First Referee Name** | |  | | | | **Second Referee Name** | | | | |  | | | | | |
| **Address** | |  | | | | **Address** | | | | |  | | | | | |
| **Position** | |  | | | | **Position** | | | | |  | | | | | |
| **Phone No.** | |  | | | | **Phone No.** | | | | |  | | | | | |
| **Email** | |  | | | | **Email** | | | | |  | | | | | |
| **Convictions** | | | | | | | | | | | | | | | | |
| **The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.**  **Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website**  **Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013)** | | | | | | | | | | | | | | | | |
| **Yes** | | |  | | | | | **No** | | | | | | |  | |
| If **Yes**, please state details | | |  | | | | | | | | | | | | | |
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| **Declaration** | | | | | | | | | | | | | | | | |
| **I declare that, to the best of my knowledge, the information on this application is true. I understand that if the information I have supplied is false or misleading in any way, I will automatically be disqualified from the appointment or dismissed without notice.** | | | | | | | | | | | | | | | | |
| **Signature** | | |  | | | | | | | | **Date** | |  | | | |
| **Data Protection Act** | | | | | | | | | | | | | | | | |
| **Under the terms of the Data Protection Act, the information provided on this form will be held in confidence and used for the purpose of recruitment and selection and HR administration/monitoring and no other purpose.** | | | | | | | | | | | | | | | | |

**Equity, Diversity & Inclusion Monitoring Information**

This information will be used to enable us to monitor our performance as an equal opportunities employer and for that purpose only.

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| **Our Commitment to Diversity**  We are committed to equality of opportunity and as part of this commitment we monitor recruitment and the selection process to determine that it is fair to all.  Please answer all of the following questions.  This information will be treated in the strictest confidence and will not be seen at any time by the selection panel. This form will be detached from your application. | | | | | | | | | | | | | | | |
| **Equalities Information** | | | | | | | | | | | | | | | |
| **Gender** | | | | | | | | | | | | | | | |
| **Male** | |  | | **Female** |  | **Intersex** | | | |  | **Non-Binary** |  | **Prefer not to say** | |  |
|  | | | | | | | | | | | | | | | |
| **Religion/Belief** | | | | | | | | | **Age** | | | **Sexual Orientation** | | | |
| **How would you describe your religion/belief?** | | | | | | | | |  | | | **How would you describe your sexual orientation?** | | | |
| **C** | **Christian** | | | | | |  | | **18-25** | |  | **H** | **Heterosexual** | |  |
| **B** | **Buddhist** | | | | | |  | | **26-35** | |  | **G** | **Gay/Lesbian** | |  |
| **H** | **Hindu** | | | | | |  | | **36-45** | |  | **B** | **Bisexual** | |  |
| **J** | **Jewish** | | | | | |  | | **46-55** | |  | **U** | **Don’t know/not sure** | |  |
| **M** | **Muslim** | | | | | |  | | **56-65** | |  | **R** | **Would rather not state** | |  |
| **S** | **Sikh** | | | | | |  | | **66-70** | |  |  | | | |
| **O** | **Other** | | | | | |  | | **70+** | |  |
| **N** | **None** | | | | | |  | | **Prefer not to say** | |  |
| **U** | **Don’t know/not sure** | | | | | |  | |  | | |
| **R** | **Would rather not state** | | | | | |  | |
| **Ethnicity** | | | | | | | | | | | | | | | |
| **What is your ethnic group?** | | | | | | | | | | | | | | | |
| **White - British** | | | | | | | | | |  | **Asian or Asian – Bangladeshi** | | | |  |
| **White – Irish** | | | | | | | | | |  | **Asian or Asian British - Other** | | | |  |
| **White – Other** | | | | | | | | | |  | **Black or Black British – Caribbean** | | | |  |
| **Mixed – White and Black Caribbean** | | | | | | | | | |  | **Black or Black British – African** | | | |  |
| **Mixed – White and Black African** | | | | | | | | | |  | **Black – Other** | | | |  |
| **Mixed White and Asian** | | | | | | | | | |  | **Chinese** | | | |  |
| **Mixed – Other** | | | | | | | | | |  | **Other ethnic group** | | | |  |
| **Asian or Asian British – Indian** | | | | | | | | | |  | **If other, please specify below** | | | | |
| **Asian or Asian British – Pakistani** | | | | | | | | | |  |  | | | | |
| **Nationality** | | | | | | | | | | | | | | | |
| **Please state your Nationality** | | | | | | | |  | | | | | | | |
| **Disability** | | | | | | | | | | | | | | | |
| **Do you consider yourself to have a disability or health condition?** | | | | | | | | | | | | | | | |
| **Yes** | | |  | | | | **No** | | |  | | **Prefer not to say** | |  | |

Thank you for your assistance in completing this form.

If you have not heard from us within 48 hours of submitting your application, please contact [jobs@bristoldiocese.org](mailto:jobs@bristoldiocese.org)