



## APPLICATION FORM

**Application for the post of: Diocesan Director of Ordinands**

**In the Diocese of Llandaff**

**Closing date: 9am, Mon 21<sup>st</sup> Oct**

**Please complete in black ink if completing this form by hand.**

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 additional pages if necessary.

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

Present Appointment
<p><b>Post:</b>  <b>Diocese, Parish, Church:</b></p> <p><b>Brief description of role and main duties e.g. Incumbent, Priest in Charge:</b></p> <p><b>Notice required:</b></p>

Previous Ministerial Appointments or Employment*			
<p>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.</p>			
From	To	Post, Description, and Location	Reason for Leaving

Career Before Ordination*
<p>Please give a brief indication, with dates, of the nature of the work and responsibilities.</p>

**Responsibilities in the Wider Church**

Please indicate tasks undertaken for the wider Church, e.g., 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.

From	To	Description

**Community and Other Interests**

Please indicate your responsibilities in the community, e.g., School Governor, political or community service. What have you accomplished?

Please highlight any special areas of interest in ministry.

**Welsh Language and Culture**

Please explain your knowledge /understanding of the welsh language and the culture of Wales.

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

Ability to Drive	
<b>Do you have a current driving licence?</b>	Yes / No
<b>If yes, is it a full and clean licence?</b>	Yes / No
Please provide details regarding a provision or blemished licence:	
<b>If no, do you understand the importance of driving and are you willing to learn to drive?</b> Yes / No	

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.

What theological traditions have shaped your ministry, and with which do you feel most at ease today?

What responsibility have you had for or involvement in preparing, producing, publishing articles, books, liturgy.

### **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.

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## 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.

Referees	
<p>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 Church Warden 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.  <b>Please note references will be taken up prior to interview for shortlisted candidates only.</b></p>	
Name:    Post:	Address:   Phone:  Email:
Name:   Post:	Address:   Phone:

	Email:
Name:	Address:
Post:	Phone:
	Email:

Protecting Children and Vulnerable Adults
<p><b>Have you ever been convicted of a criminal offence? (Please circle)      Yes / No</b>  Please supply details of any unspent Criminal Convictions as defined by the Rehabilitation of Offenders Act 1974.</p> <p><b>What was the date of your last CRB Check:</b></p>

Additional Information
<p><b>Have you ever been subject to Clergy Discipline? If yes, please provide brief details.</b></p>
<p><b>Is there anything you wish to share about family background or circumstances which may impact upon this appointment?</b></p>
<p><b>Where did you hear of this post?</b></p>
<p><b>If you are from another Province, do you give permission for the transfer of your file to this Province:    Yes / No</b></p>

Health
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**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?**

### **Submitting Your Application**

The preferred method is by email to [bishop.llandaffea@churchinwales.org.uk](mailto:bishop.llandaffea@churchinwales.org.uk)  
You can post a hard copy to Mr David C. Williamson-Dicken, Executive Assistant to the Bishop of Llandaff, Llys Esgob, The Cathedral Green, Llandaff, Cardiff CF5 2YE.

**Closing date for applications is: 9am, Monday 21<sup>st</sup> October**

**Short listing on:**

**Interviews will be held on: Wednesday 13<sup>th</sup> November**

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:**

## 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)

**2 Gender**

Male

Female

**3 Age Group**

16 – 25

26 – 35

36-45

46 – 55

56 – 65

66 – 70

Over 70

**4 Disability**

Do you consider yourself to have a disability or a long term health condition?

Yes

No

**5 Marital Status**

Single

Separated

Married

Divorced

In a civil partnership

Civil partnership dissolved

Married after divorce with a former partner still living