|  |  |
| --- | --- |
| Text  Description automatically generated **CONFIDENTIAL**  | **A picture containing text, clipart  Description automatically generated** |
|  |  |  |  |
| **APPLICATION FORM** |  |  |  |
|  |  |  |  |
| Application for the role of |  |
|  |  |  |  |
| **SECTION 1** |  |  |  |
|  |  |  |  |
| Surname |  |
|  |  |  |  |
| Christian names |  |
|  |  |  |  |
| Address |  |
|  |  |  |  |
| Home telephone number |  |
|  |  |  |  |
| Mobile number |  |
|  |  |  |  |
| E-mail |  |
|  |  |  |  |

|  |
| --- |
| **SECTION 2 – PRESENT APPOINTMENT**What is the title of your present job ? Please give the date you started and a brief outline of your work responsibilities. |
|  |

|  |
| --- |
| **SECTION 3 – EDUCATION AND PROFESSIONAL QUALIFICATIONS**Please give details, with dates, **most recent first**. |
| **a) Education** Please give qualification obtained with grade or class. |
| From | To | Educational establishment, qualification, and grade |
|  |  |  |
|  |  |  |
| **b) Other professional/practical qualifications obtained**  |
|  |

|  |
| --- |
| **SECTION 4 – CAREER/ PREVIOUS EMPLOYMENT**   |
| **a) Jobs held and any other work done** Please give details of each job 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 provide a contact address for each appointment |
| From | To | Position held and description (nature of work and responsibilities) | Contact address  |
|  |  |  |  |

|  |
| --- |
| **b) Any responsibilities undertaken alongside your employment beyond your core job description** Please indicate your responsibilities e.g. as a member of a committee, working party/task group, representative of your employer or collaborator with other organisations. Explain how you contributed. |
|  |
| From | To | Description |
|  |  |  |
|  |  |  |  |
| **c) Continuing Professional Development**Please list training courses attended and development activities undertaken in order to advance your work skills and career e.g. work shadowing, mentoring  |
|  |  |  |  |
|  |

|  |
| --- |
| **d) Any publications** |
|  |
|  |  |  |  |

|  |
| --- |
| **SECTION 5 – COMMUNITY AND OTHER INTERESTS****a) Responsibilities within the community** Please indicate any responsibilities and work undertaken for the wider community e.g. school governor, political roles, social action or community service. Please note those for a Church, Christian or other faith-based organisation.What did you accomplish and learn ? |
|  |
| **b) Other areas of interest**Please indicate your involvement in any special areas of concern in contemporary life e.g. international, spiritual, environmental, academic or cultural matters.  |
|  |
|  |
|  |
| **c) Recreational interests**What do you do to relax? |
|  |  |  |  |
|  |
| **SECTION 6 – PERSONAL STATEMENT**Please state your reasons for applying for this role. 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 skills, knowledge and experience from your previous career, 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.  |
|  |

|  |
| --- |
| **SECTION 7 – CONFIDENTIAL****This section will be removed by the person administering the application process and will only be made available to the HR Officer, 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. Referees should have a detailed up-to-date knowledge of your work and character. Please obtain their permission.  |
|  |  |  |  |
|  |
|  |
|  |
| **Health:**Please specify any special access requirements you may have in order to attend interview e.g. deaf loop system |
|  |
|  |
| Do you have any health physical or mental condition or concern that would affect your ability to carry out functions that are intrinsic to the office? (See person specification for details.) |
|  |
| **IOM Work Permit requirements** |
| Are you free to remain and work in the Isle of Man 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 Isle of Man if you are invited to interview. |  |
|  |  |  |  |
| Do you have a current valid driving licence? | Yes/No |
| **Protecting children and vulnerable adults** |
| Are you aware of any police enquiries undertaken following allegations against you, which may have a bearing on your suitability for this post? | Yes/No |
|  |  |  |  |
| **Where did you hear of this office?** |
|  |
|  |  |  |  |
| **If appointed when would you be available to start?** |  |
|  |  |  |  |
| **I certify the information given in this application is correct** |
|  |  |  |  |  |
| Signature |  | Date |  |
|  |
| **It is essential that this application form is completed by all applicants. A Curriculum Vitae is not an acceptable substitute.**  If it is completed and submitted electronically to diosec@sodorandman.im a signed copy in black ink should also be sent by post in an envelope marked **‘G.& I.G.O.’** to:The Bishop’s Office, Thie yn Aspick4, The Falls, Douglas IM4 4PZIsle of Man If you are a member of the clergy a confidential reference will be requested from your diocesan bishop if not included in your three references. The UK Data Protection Act and Isle of Man Data Protection Act applies to all references and commendations.The successful candidate will be required to receive an enhanced disclosure from the Disclosure and Barring Service.  |