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| **SCOTTISH EPISCOPAL CHURCH**  **DIOCESE OF Brechin** | | | | **CONFIDENTIAL** | | |
| **APPLICATION FORM** | | | | | | |
| Please complete this application form as indicated. Additional information can be included on extra sheets if required.  Please include a current brief Curriculum Vitae with this application.  *The information you supply in this application form will enable us to decide whether an interview will be mutually beneficial. It will also assist you in preparing for any interview that may take place.* | | | | | | |
| Application for the post of | | | Rector, St. Mary’s Broughty Ferry | | | |
| **SECTION 1** | | | | | | |
| Title/Style | | |  | | | |
|  | | | |
| Surname | | |  | | | |
|  | | | | | | |
| Christian names | | |  | | | |
|  | | | | | | |
| Address | | |  | | | |
|  | | | | | | |
| Home telephone number | | |  | | | |
|  | | | | | | |
| Mobile number | | |  | | | |
|  | | | | | | |
| E-mail | | |  | | | |
|  | | | | | | |
| Ordained deacon in the Diocese of | | |  | | In (year) |  |
|  | | | | | | |
| Ordained priest in the Diocese of | | |  | | In (year) |  |
|  | | | | | | |
| Do you hold a full, clean UK driving licence? | | |  | | | |
|  | | | | | | |
| Do you currently have the right to work within the UK? | | |  | | | |
| **SECTION 2 – PRESENT APPOINTMENT** | | | | | | |
| What is your present appointment? Please give the date you started and a brief outline of the work. | | | | | | |
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| **SECTION 3 – PRE-ORDINATION** | | | | | | |
| Please give details, with dates, **most recent first** | | | | | | |
| **a) Further or higher education (including theological college or course).** Please give qualification obtained with class if degree. | | | | | | |
| From | To | College, course etc | | | | |
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| **b) Other professional/practical qualifications obtained** (e.g. teaching, social work, further study). | | | | | | |
| From | To | Qualification/ experience | | | | |
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| **c) Career before ordination** – please give a brief indication, with dates, of the nature of the work and responsibilities. | | |
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| **SECTION 4 – MINISTRY SINCE ORDINATION** | | |
| **a) Posts held since ordination** (full and part-timenot including present appointment). | | |
| Please list these, with separate entries for posts held concurrently (e.g. chaplaincies etc). Please indicate major features of charge/parish (e.g. type of area, team ministry, ecumenical). | | |
| From | To | Post and description |
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| **b) 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. | | |
| From | To | Description |
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| **c) 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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| **d) Any publications** |
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| **e) Theological and ecclesiological** |
| What theological traditions have shaped your ministry and with which do you feel most at ease today? |
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| **f) Ministry during Covid-19 pandemic** |
| How has your ministry changed or been impacted by the Covid-19 pandemic? |
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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 post. What you write and how you write it will help those making the appointment build up a picture of you. **You are asked to outline how you meet each of key specifications** (see the Profile and 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 want to give an indication of your experience in enabling the spiritual development of others; in the ministry of teaching and theological education; in pastoral ministry; in mission and the outreach ministry of the Church; in the institutional life of the Church; in management and an indication of your style of leadership. 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 Profile and the Person Specification and about how this post might fit with your own journey of progression in and development of ministry. |
| **PERSONAL STATEMENT – CONTINUED** |
| **SECTION 7 – OTHER INFORMATION**  Is there any other information which you consider we should be aware of in connection with your application? |

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| **SECTION 8 – 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 post you will be asked 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 two persons to whom reference can be made. At least one should be clerical (not the bishop as their 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 interview. If you do not wish us to contact referees in advance, please note this by their names. |
| **Health:** |
| Please specify any special access requirements you may have in order to attend interview e.g. wheelchair access. |
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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 post? (See Person Specification for details.) |
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| **SECTION 8 – CONFIDENTIAL INFORMATION CONTINUED** | | | | |
| **Where did you hear of this post?** | | | | |
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| I have read the Diocese of Brechin's Privacy Notice (Recruitment) and consent to the processing by the Diocese of Brechin and by the Charge in respect of which this application is made of the information contained in this form for any purpose in connection with my ministry or prospective ministry in the Scottish Episcopal Church or the administration of church affairs.  I certify the information given in this application is correct.  *Submission of this form by electronically will be deemed to constitute the giving of the foregoing consent, confirmation and certification by the applicant.* | | | | |
| Signature |  | | Date |  |
|  | | | | |
| Closing date for applications | 30 November 2021 | Please return to: | Elliott Scarfe, PA to the Bishop on [office@brechin.anglican.org](mailto:office@brechin.anglican.org) or c/o Bishop’s House, 5 Ballumbie View Dundee DD4 0NQ | |
| Interviews will be held on | 13 January 2022 |

Travelling and subsistence expenses will be reimbursed to UK candidates selected for interview. For non-UK please contact for details.

NOTES:

It is important that this application form is completed by applicants. A brief Curriculum Vitae should be provided is not an acceptable substitute. If it is completed and submitted electronically a signed copy should either be scanned and emailed or be sent by post. Please use black ink on hard copies of the form.

A confidential reference will also be requested from your diocesan bishop in addition to other references. Data Protection legislation applies to all references and commendations.

Candidates who have served at any point in the Church of England will be asked for their consent to Lambeth Palace being approached for disclosure of any entry on the Archbishops’ List in the Church of England.

It is Scottish Episcopal Church (SEC) policy to apply for an enhanced disclosure check and appointment will be subject to a satisfactory check and PVG (Protection of Vulnerable Groups) Scheme Membership. Short listed candidates not in the SEC will be required to complete an application form for this scheme.

This post holder is regarded as a charity trustee for the Charges under Scottish Charity legislation and will therefore be asked to sign a declaration confirming that he or she is not disqualified from so acting.