



DURHAM CATHEDRAL

THE SHRINE OF ST CUTHBERT

Application Form – Guidance Notes

Please read this information carefully before completing your Application Form.

These notes are intended to help you complete the Cathedral's Application Form section by section.

The Job Description and Person Specification provide details of the job role and sets out the Essential Criteria against which your application will be assessed against. Invitation for interview will be based upon the information that you provided in your Application Form and how you have demonstrated that you have meet the required Essential Criteria – therefore you should complete it in a well-planned and positive way.

Only those candidates that have demonstrated that they meet the required Essential Criteria of the job role will progress to the next stage of the recruitment and selection exercise, which will include a selection interview.

Applicants who do not demonstrate that they meet the essential criteria on the Person Specification will not be shortlisted to progress to the next stage of the recruitment and selection exercise.

General points

The personal information (Section E) that you provide in your application will be removed by the HR&OD team prior to the shortlisting exercise. This is so that the shortlisting panel do not inadvertently make judgments on information that has no bearing on your ability to do the job. Only Sections A, B C & D will be provided to the shortlisting panel.

Your Application Form must be completed in full, and returned to recruitment@durhamcathedral.co.uk in a Microsoft Word or compatible format.

PLEASE NOTE:

The Cathedral will only accept an Application Form received after the closing date in an exceptional circumstance, and where a shortlisting exercise for the job role has not been completed. If you consider that an exceptional circumstance has caused you to submit your Application Form after the closing date and you wish your application to be considered you may write to the Cathedral, at recruitment@durhamcathedral.co.uk, requesting that your application is included in the recruitment and selection exercise by setting out your grounds for consideration and your exceptional circumstance. The decision to include an Application Form after a closing date is at the absolute discretion of the Cathedral and will be taken in compliance and accordance with its statutory obligations, including the Equality Act.

You must ensure that you include as much relevant information as possible in your application. **Any information provided through a Curriculum Vitae (CV) will not be considered for shortlisting purposes.** If little or no information is provided on your Application Form it will be difficult for the shortlisting panel to assess your suitability and therefore it will be unlikely that your application will progress to the next stage of the recruitment and selection exercise, which will include a selection interview.

The Cathedral will only notify those candidates in writing who progress to the next stage of the recruitment and selection exercise. Those applicants who do not progress to the next stage of the recruitment and selection exercise, including a selection interview, will not receive a written notification or update of their application.

The Cathedral does not reimburse any expenses incurred when attending an interview or audition.

Part A: Current employment

Employment details

Please provide details of your present post as requested. If you are currently working part-time (P/T) you should indicate the hours you are working. If you are not working at the moment, you should provide the details of your most recent employment. When describing your duties and achievements, you should make them relevant to the job role that you are applying for.

For communicant positions you are required to identify on your Application Form how you fulfil this requirement. This will be further explored with you should you progress to the next stage of the recruitment and selection exercise, including interview.

Section B: Previous employment history

Please provide full details of all previous posts you have held, including any with Durham Cathedral (if applicable) starting with the most recent first. You **must** include dates (if applicable) of when you have not been in employment. **It is important that there are no gaps in the dates.** Keep your information brief and relevant to the job role that you are applying for.

Section C: Education, training and professional qualifications/membership

In this Section please provide evidence that you meet the Essential Criteria for qualifications that will be specified in the Person Specification. Please provide full information on your education and training in general, which **must** include dates. It is important that you complete all sections in full as we may need to follow up information and you may be asked to bring evidence of your qualifications to interview if you are shortlisted.

You must provide evidence of your qualifications that meet the Essential Criteria of the job role if you are successful and prior to commencing employment with the Cathedral.

Section D: Information in support of your application

This Section gives you the opportunity to provide any additional information, that you have not already detailed in Sections A, B & C, which you feel is relevant to the job role and demonstrates that you meet the Essential Criteria of the job role. This may include any particular skills and qualities which will help us to determine the information that you provide meets the required Essential Criteria. The skills and qualities you include may be from work, on work experience, or in a voluntary or other setting. You could also include information about leisure interests and hobbies if you consider it relevant to demonstrating the Essential Criteria.

Please remember that only candidates who demonstrate that they meet the Essential criteria will progress to the next stage of the recruitment and selection exercise:

Have you checked that you match the Essential Criteria requirements and told us how you match them (including providing real examples to demonstrate how you meet the criteria asked for)? You must be able to meet the Essential Criteria and you should also demonstrate whether you can meet any of the desirable criteria.

Part E: Personal information, monitoring, references and disclosure of conviction(s)

This Section of your application will be detached from your Application Form and will be retained by the HR&OD Department. The information disclosed in this Part will not be disclosed to any member of Cathedral staff. It will not be provided to the shortlisting or interview panels.

You must complete the sections on personal information, references and disclosure of conviction(s). However, there is no legal requirement to complete the section on monitoring. The Cathedral encourages all applicants to complete this section so that we can monitor our recruitment and selection processes.

Please refer to the Cathedral's Privacy Notice – Recruitment.

Personal information

This section asks for some basic details about you, especially with regards to your surname, first names, title, date of birth and address and telephone numbers (mobile and work if convenient) are required together with an email address (if convenient) and your National Insurance number.

Under the Asylum and Immigration Act of 1996 we are required to establish that you are eligible for employment in the United Kingdom. If you state that you are, then you are required to indicate in this Section the evidence you can provide if you are invited for interview. Do not send any documentation with your Application Form.

Canvassing of any member of staff in the Cathedral is prohibited which is why we ask all applicants to declare if they are related to anyone employed at the Cathedral. If you canvass a staff member, it may, if deemed appropriate, disqualify you from the recruitment and selection process (and ultimately appointment) and could result in disciplinary action for the member of staff.

If you are successful in gaining an appointment and already have additional ongoing employment, it may be necessary to ask you to sign a waiver clause, signifying your consent to work an average of no more than 48 hours per week in your combined employment. This agreement is sought in compliance with the Working Time Regulations 1998. More guidance can be found on www.direct.gov.uk.

Please state where you saw the job advertised.

Monitoring

You are invited to complete this section so that we can monitor our recruitment processes.

Disability may include a physical or mental impairment, which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities. Long standing means that it has lasted, or is likely to last, for over a year. If you answer 'yes' please detail any specific requirements to assist us with an interview so that the necessary arrangements can be made.

References

References may be taken up at the shortlisting stage, but are most likely to be taken up as part of the pre-employment clearance exercise. If you would prefer us not to contact your referee(s) until you have received a Conditional Offer of Employment you must indicate so on your application form. Any offer of employment made by the Cathedral requires two satisfactory references. One reference must be from your current or most recent employer, usually your line manager or the Human Resources Department. If you have had more than one employer in the two years prior to your application, you should include previous employers as your second referee. In all circumstances, your referees must be people who know you well and are able to comment on your suitability for the job role that you are applying for.

If the Cathedral requires additional information, either from your current employer or a previous employer not identified as a referee, we will seek your permission prior to contacting them.

The Cathedral will not accept any testimonials for any appointments in the Cathedral.

Next of kin/immediate relatives should not be named as a referee.

Disclosure of conviction(s)

Please note that when completing the information box about criminal convictions the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) enables such convictions to become spent or ignored after a rehabilitation period.

A rehabilitation period is a set length of time from the date of conviction. After this period, with certain exceptions, an ex-offender is not normally obliged to mention the conviction when applying for a job or obtaining insurance, or when involved in criminal or civil proceedings. Cautions, reprimands and final warnings are considered spent immediately they are given.

Some jobs are exempt from this act. If this post requires an Enhanced or Standard disclosure (refer to advert and job description) then you should provide details of all convictions, cautions, reprimands and final warnings.

Where the job role is subject to an Enhanced disclosure, other relevant non-conviction information, such as police enquiries and pending prosecutions should also be declared. If this job role does not require an Enhanced or Standard disclosure then details of unspent convictions only are required. Relevant criminal convictions and other associated information will be discussed at the interview to assess job related risk.

The length of the rehabilitation period depends on the sentence given – not the offence committed. For a custodial sentence, the length of time actually served is irrelevant: the rehabilitation period is decided by the original sentence.

Custodial sentences of more than two and a half years can never become spent. Further guidance is available from the HR&OD Department.

Declaration

After completing your application form you need to sign and date the declaration to show that the information you have given on the application form is true in all respects. Electronic signatures are accepted.

Complaints

The aim of the recruitment and selection procedure is to afford every candidate a fair and appropriate process that is able to meet individual needs and ensures every appointment is made on merit in an effective and consistent way. Durham Cathedral welcomes any feedback on its recruitment and selection process. If you feel you were not afforded this provision, then you should write to recruitment@durhamcathedral.co.uk at your earliest opportunity, where possible within five working days of the time that you were notified you were unsuccessful.

Thank you for the interest you have shown in working for the Cathedral and the time and resource that you have invested in applying for a job role at Durham Cathedral.