



DURHAM CATHEDRAL

THE SHRINE OF ST CUTHBERT

Application form – guidance notes

Please read this information before completing the application form.

If you need any help to complete this form, please contact the Human Resources Officer. They can help you complete your application form and provide directions to the Cathedral. They can also provide information and application forms in other formats.

These notes are intended to help you complete the application form section by section.

The person specification provides details of the post and lists the criteria against which each candidate will be assessed. Invitation for interview is based on the information contained in the application form – therefore you should complete it in a well-planned and positive way.

The candidates shortlisted will be the ones who most closely meet the stated criteria.

Applicants who do not meet the essential criteria on the Person Specification will not be shortlisted.

General points

All personal information has been removed from Parts A-D. This is so that the shortlisting panel and interviewing panel do not inadvertently make judgments on information that has no bearing on ability to do the job.

Please complete the form using type or black ink so that it can be photocopied.

You should also:

Check that the form is for the correct post and take note of the closing date. It is not normally possible to accept application forms after the closing date, however, if the Cathedral has delayed getting information to you or there has been a technical problem sending paperwork electronically, then written information detailing how you meet the

essential criteria may be accepted at the discretion of the line manager until the standard application form can be completed.

Ensure that you include as much relevant information as possible on the application form. **Any information provided on CVs will not be considered for shortlisting purposes.** If little or no information is provided on the application form it will be impossible to assess your suitability and therefore progression to the shortlist for interview will be unlikely.

Continue on a separate sheet if at any point you do not have enough space, however, personal details, for example, name, should not be included on any supplementary sheets.

Please just include your surname and initials.

If you are posting your application form to the Cathedral it is your responsibility to ensure the application form has the correct postage. **Please note we will not accept application forms sent through the post that do not have the correct postage owing to the excessive charges made by Royal Mail to deliver incorrectly stamped mail.**

The Cathedral will notify candidates in writing if they have been unsuccessful at shortlisting stage.

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. Please ensure you give us your current salary. If you are not working at the moment, you should provide the details of your most recent employment including the salary you received at the time you left that employment. When describing your duties and achievements, make them relevant to the position you are applying for.

For communicant positions you are required to identify on the application form how you fulfil this requirement, and you will be asked about this at 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 will also need to include any dates (if applicable) when you have not been in employment. Please use continuation sheets if necessary. It is important that there are no gaps in the dates. Keep your information brief and relevant to the position being applied for.

Section C: Education, training and professional qualifications/membership

In this section we are looking for evidence that you meet the essential criteria for qualifications that will be specified in the person specification. We are also looking for information on your education and training in general. It is important that you complete all sections in full as we may need to follow up information and you will be asked to bring evidence of qualifications to interview if you are shortlisted.

Section D: Information in support of your application

This section is for you to provide any additional skills information about yourself not already detailed in Section A-C which you feel is relevant to this post. This may include any particular skills and qualities which will help us to assess your suitability. 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 your application. Please use continuation sheets if necessary.

Please remember that only candidates who fulfil the requirements on the person specification will be considered for the vacancy. Have you checked that you match these requirements and told us how you match them (including providing real examples to demonstrate how you meet the criteria we have 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 Parts A-D and retained by the Human Resources Department. The information disclosed in this Part will not be disclosed to any member of 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 processes.

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.

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 it was apparent that an applicant had canvassed a staff member, it may, if deemed appropriate, disqualify the candidate for the 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 will be taken up at the shortlisting stage. If you would prefer us not to contact your referee(s) at this stage 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 post you are applying for.

References will be stored securely by the Human Resources Department and will not be disclosed to the interview panel until the interviews have been concluded and the discussions regarding appointment commence.

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 post is subject to an enhanced disclosure, other relevant non-conviction information, such as police enquiries and pending prosecutions should also be declared. If this post 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 Human Resources 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. If you choose to send the application form electronically you will be asked by the line manager to sign and date the declaration when you attend for interview.

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. We welcome any feedback on the procedure. If you feel you were not afforded this provision, then you should contact the line manager responsible for the appointment. This must be done within five working days of the time you were notified you were unsuccessful.

Thank you for the interest you have shown in working for the Cathedral.