Return completed application to [chair@communitychaplaincy.org.uk](mailto:chair@communitychaplaincy.org.uk)

**Application Form Part A - General**

|  |  |
| --- | --- |
| **Your Name:** |  |

**The Application Guidelines give further information in relation to parts of this form.**

Please note that the information given in parts A & B of this application form will be considered in determining whether or not you will be called for interview. Your direct response to the Person Specification and Responsibilities of the job should be covered in part B.

|  |  |
| --- | --- |
| **1. JOB DETAILS**  Post applied for Chief Executive Officer, Community Chaplaincy Association  Location Accessible to London and major transport links – working from home a possibility  (current office space available in Birmingham) | |
| **2. PERSONAL DETAILS**  Title  Family Name  First Name(s)  *Please underline the name by which you want to be known* | List below any other names by which you have been known |
| Address      Post Code  Email address (if you may be contacted by email) | Home Telephone  Mobile Telephone  Work Telephone  May we contact you at work?  Yes  No |
| National Insurance No. |  |
| Do you need a Work Permit before you can be employed in this country?  Yes  No  If yes, please give details. | |
| Do you have any disability which may affect your application or employment?  Yes  No  If yes, please give details.  We ask this question to enable us to consider any adjustments that we can make, either to the recruitment process itself or in employment, in order to assist you. | |
| If appointed, how soon could you take up the post? | |
| Do you hold a current, valid UK driving licence?  Yes  No | |
| Please confirm willingness to work some evenings and weekends by arrangement | |

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| --- | --- | --- | --- |
| **3. RELIGIOUS BELIEFS / AFFILIATION You are required to complete this Section as the person specification/advertisement indicates that there is a genuine occupational requirement for the post holder to be a person of faith and be committed to the aims and purposes of the organisation.**  What are your religious beliefs?    If you attend a place of worship, please give details.    If you are involved in faith-related activities, please give details. | | | |
| **4. EDUCATION, TRAINING AND DEVELOPMENT**  Please list your academic and other relevant qualifications starting with your most recent. | | | |
| Qualifications | | | |
|  | | | |
| If the post requires specific qualifications you will be required to provide documentary evidence before employment.  Please describe other learning opportunities relevant to the position, e.g. training courses. | | | |
| Learning Opportunity | | | |
|  | | | |
| **5. PRESENT OR LAST EMPLOYER**  Employer’s name and address    Post held  Date commenced  If left, give date and reason for leaving.  Please give a brief description of your duties and responsibilities. | | | |
| **6. PREVIOUS EMPLOYMENT AND EXPERIENCE**  Please give details of previous paid employment. For each job give date of employment, employer, and duties undertaken, starting with the most recent first*.* | | | | |
| Dates  (month-year, from-to) | Employer | Duties undertaken | Reason for leaving | |
|  |  |  |  | |
| Please list other roles (with indicative dates) outside employment (eg voluntary or periods serving a sentence) where you gained and demonstrated experience relevant to this job. Note you will have the opportunity to indicate relevance to the Job attributes on Form B so you do not need to do so here. | | | | |

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| --- | --- | --- |
| **7. REFERENCES**  Please give the name and address of two referees, one of whom should be your current or most recent employer, who can comment on your suitability for this post. If you were known by a different name, please also state this. **No reference will be sought without your consent.** | | |
| **Referee 1** Name  Position  Address  Post code  Telephone No.  Email:  In what capacity does this person know you? | **Referee 2** Name  Position  Address  Post code  Telephone No.  Email:  In what capacity does this person know you? | |
| **8. WHAT ATTRACTS YOU TO THIS JOB?** (1 or 2 short paragraphs will be sufficient) | |
| **9. FURTHER INFORMATION**  Please ensure you fill out Form B, before considering any further information you may wish to provide to support your application. | |

**Application Form Part B - Meeting the Person Specification – Chief Executive Officer**

Please note that the information given in parts A & B will be considered in determining whether or not you will be called for interview.

* + 1. Please complete the boxes to provide information and evidence on the extent to which you meet each attribute. The attributes are drawn directly from the *Chief Executive Officer Job Description with Person Specification* and you can see from there whether they are deemed essential or desirable.

Illustrate your own attributes with relevant examples from work, voluntary or life experiences.

* + 1. Later in this form we list the Responsibilities of the Job to give you the opportunity to provide further information about your attributes under these headings.
    2. There is no space limit for your responses, the rows will expand – but please be as brief as you can and feel free to write in note form. If your response to an earlier attribute meets some or all of what you want to say in a later one, refer us back with the relevant code (E1 etc) instead of repeating that point.
    3. While you will want to refer to information given in part A, this section will be read in conjunction with it and there is no need to repeat detail from it.

|  |  |
| --- | --- |
| E1 | *Experience working with people in different organisations (or groups) to develop consensus* |
|  |  |
| E2 | *Experience of developing strategy and facilitating its implementation* |
|  |  |
| E3 | *Experience of successful fundraising* |
|  |  |
| E4 | *Experience working with professionals supporting people with complex needs, possibly as a fellow professional but either way as someone respected for their contribution* |
|  |  |
| E5 | *Experience as a team player working with others from different disciplines* |
|  |  |
| E6 | *Experience working in a stand-alone role without direct staff or colleagues* |
|  |  |
| E7 | *Experience facilitating groups of 8-16 to generate enthusiasm and consensus* |
|  |  |
| E8 | *Experience in community/social/care work, or criminal justice/law related studies* |
|  |  |
| E9 | *Experience of partnership working.* |
|  |  |
| E10 | *Experience working with diversity issues, especially in faith and ethnic matters* |
|  |  |
| K1 | *Effective listening and influencing skills* |
|  |  |
| K2 | *Delegation and project management skills* |
|  |  |
| K3 | *Ability to develop strategic alternatives and refine them through consultation* |
|  |  |
| K4 | *Personal flexibility and ability to prioritise own work plans to meet new imperatives* |
|  |  |
| K5 | *Good interpersonal skills and ability to communicate verbally and in writing to a wide range of stakeholders seeking to achieve consensus* |
|  |  |
| K6 | *Awareness and understanding of faith communities and sensitivity to different practices/principles* |
|  |  |
| K7 | *Sufficient skills with ICT to work stand-alone for research, data collection & analysis and report production & dissemination* |
|  |  |
| K8 | *Strategic overview of criminal justice sector and role of mentoring and resettlement support in enabling desistance from crime* |
|  |  |
| K9 | *Ability to manage budgets and handle finances* |
|  |  |
| P1 | *Leadership – Ability to serve, motivate and encourage a diverse body of people to increase understanding and respect* |
|  |  |
| P2 | *A person of faith, recognized by their faith community and committed to the multi-faith character of the Community Chaplaincy Association, recognising and promoting its statement of faith* |
|  |  |
| P3 *Willingness and ability to carry out every day administrative tasks combined with ability to act strategically* | |
|  |  |
| P4 | *Ability to maintain an open mind, to be objective, to recognise personal prejudices (their own and others) and handle conflicts of interest* |
|  |  |
| P4 | *Willingness to constructively engage with line manager (committing to undertaking regular supervision) and with the Board of trustees* |
|  |  |

**Responsibilities of the Job**

Please feel free to give us further relevant information about yourself under the headings of the Responsibilities of the Job. Further points on each responsibility are given in the *Chief Executive Officer Job Description with Person Specification*

|  |  |
| --- | --- |
| R1 | *Build up the Network, facilitating continuous improvement and increasing national coverage in terms of both prisons and communities* |
|  |  |
| R2 | *Promote Community Chaplaincy operationally and strategically at a national level, to ensure a good understanding and support for the work both within the existing community chaplaincy network and with key stakeholders* |
|  |  |
| R3 | *Enable objective evaluation of Community Chaplaincy impact to enable funding and to underpin continuous improvement* |
|  |  |
| R4 | *Support the long term sustainability of Community Chaplaincy and work with members to develop innovative ways of addressing the pressures on the sector* |
|  |  |
| R5 | *Build the capability of the national association to achieve all of the above* |
|  |  |

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| --- |
| **DECLARATION –**  I declare that the information I have given on all parts of this form is correct and complete. False or misleading statements may be sufficient grounds for cancelling any agreements made, or for disciplinary action to be commenced.  Signed       Date |

**Equal Opportunities and Diversity Monitoring**

Community Chaplaincy is committed to the active promotion of equal opportunity & diversity, both in the provision of services and in the treatment of paid staff, Board Members and volunteers.

To help us monitor our equal opportunity and diversity policy in recruitment and selection procedures, you are requested to complete the following questionnaire.

**The information you provide does not form part of the selection procedure, it is used only for monitoring purposes and will be separated from the application form before shortlisting.**

Please type an X in the appropriate box

Prefer not to say

Other

Female

Male

Gender

36-45

up to 25

26-35

56 & over

46-55

Age range

Marital status

Number of dependants

Would you describe yourself as having a disability? Yes/No

Where did you hear about us? …………………………………..

Please fill in the next page

**What is your ethnic group?**

Please choose ONE section, then type an X in the appropriate box to indicate your background

|  |  |  |
| --- | --- | --- |
| A1 | Asian or Asian British: Indian |  |
|  |  |  |
| A2 | Asian or Asian British: Pakistani |  |
|  |  |  |
| A3 | Asian or Asian British: Bangladeshi |  |
|  |  |  |
| A9 | Asian or Asian British: Other |  |
|  |  |  |
| B1 | Black or Black British: Caribbean |  |
|  |  |  |
| B2 | Black or Black British: African |  |
|  |  |  |
| B9 | Black or Black British: Other |  |
|  |  |  |
| M1 | Mixed: White & Black Caribbean |  |
|  |  |  |
| M2 | Mixed: White & Black African |  |
|  |  |  |
| M3 | Mixed: White & Asian |  |
|  |  |  |
| M9 | Mixed: Other |  |
|  |  |  |
| O1 | Chinese |  |
|  |  |  |
| O2 | Other Ethnic Group |  |
|  |  |  |
| W1 | White: British |  |
|  |  |  |
| W2 | White: Irish |  |
|  |  |  |
| W9 | White: Other |  |
|  |  |  |
| NS | Prefer not to say |  |

I understand that this information may be stored and processed as part of the organisation’s monitoring of equal opportunities and diversity and as part of the recruitment procedure and give my consent for my details to be used for this purpose.

Name

Date