



Community Chaplaincy Association

Guidelines for Applicants

The following notes are designed to assist you in making an application, to tell you the reason for asking certain questions, and to tell you what will be required from you if your application is successful

NOTES ON COMPLETING APPLICATION FORM A

PERSONAL DETAILS

DRIVING LICENCE

This is desirable rather than essential but do please note that some of the prisons you may be required to visit can be somewhat remote.

DISABILITY

We ask this question to enable us to consider any adjustments that we can make either to the recruitment process itself, or in the employment, in order to assist you.

RELIGIOUS BELIEFS

The Community Chaplaincy Association is a faith based organisation. The organisation welcomes those of all faiths and none.

In order to fulfil the aims and purposes of the organisation it is essential that certain posts are filled by people who have a personal faith. If the advertisement/details for the position for which you are applying states that you are required to be a person of faith then the information which you supply in the religious beliefs sections will be taken account in the selection process.

If this is not the case, whilst you will be required to support the faith aims and purposes of the organisation as laid out in the Statement of Faith (see separate document), any information which you provide in this section will not affect your application.

We require all employees to be sympathetic to the organisations Statement of Faith and agree to treat people of all faiths and none as equal.

NOTES ON THE EQUAL OPPORTUNITY & DIVERSITY MONITORING FORM

This organisation is committed to equal opportunity and diversity. To help us monitor our policy, we would be grateful if you could complete the details on this monitoring form. The information you give on this form does not form part of the selection process.

DATA PROTECTION

Personal data obtained from applicants during the recruitment process will be held securely by the organisation. Information provided will be used solely for the purposes of selection for the post advertised, unless express permission for additional use is sought from the applicant (eg, if the applicant might be considered for other vacancies)> Other than for the successful applicant, no personal data provided in the course of the application other than that stored and processed as part of the Community Chaplaincy Association's monitoring of equal

opportunities will be retained beyond six months from the date from which the applicants are informed of the outcome of their application.

ADDITIONAL INFORMATION

DECLARATION OF CRIMINAL BACKGROUND INFORMATION

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specified period. This period is known as the “rehabilitation period”. Once a “rehabilitation period” has expired and no further offending has taken place, a conviction is considered to be “spent”. Once a conviction is “spent”, the convicted person does not have to reveal it or admit its existence in most circumstances.

If you are invited to interview you will be required to complete and bring with you a “Declaration of Criminal Background Information” form available from the website. The information provided will only be seen by the interview panel if we are considering offering you a position. Declaration of a conviction will not necessarily mean disqualification from appointment. Criminal records will only be taken into account when they are relevant to the post for which you are applying.

IF YOU ARE INTERESTED IN APPLYING

PLEASE EMAIL TO chair@communitychaplaincy.org.uk by NOON on 30th April 2022 including the following:-

1. Application Form A – General
2. Application Form B – Meeting the Person Specification
3. Equal Opportunity & Diversity Monitoring Form (cf Restricted details)

If you have questions regarding the application process or the role please email them to chair@communitychaplaincy.org.uk. Please give a telephone number and times you can be contacted in case your questions are better answered through a phone call.

We will inform you by email before 1800 on Tuesday 3rd May 2022 if you have been shortlisted for an interview.

IF YOU ARE SHORTLISTED YOU WILL BE INVITED FOR INTERVIEW IN LONDON ON TUESDAY 10TH MAY 2022

You should bring with you

1. A completed “Declaration of Criminal Background information” form in a sealed envelope addressed to the Chair of Trustees
2. An example of a report you have written in order to make an informal presentation to the interview panel
Report – this report needs to be something you have written yourself – ie not co-authored or prepared for publication by anyone else.
Informal Presentation – please be ready to give a 7 minute informal presentation to the panel. By informal we mean no use of powerpoint or flipchart.

EXPENSES

We will cover any travel expenses to the interview – please send a scanned copy of the travel ticket or receipt to chair@communitychaplaincy.org.uk together with your bank details and we will reimburse you.