



Pilsdon Manor, Pilsdon, Bridport, Dorset. DT6 4NZ 01308 868306. www.pilsdon.org.uk

WARDEN/LEADER APPLICATION FORM

Title:	
Surname:	
Forename(s):	
Any previous name:	

Data Protection Statement

The Pilsdon Community takes its responsibilities for your personal data seriously according to the Data Protection Act. The information being collected on this form will be used to process information about you for normal recruitment purposes. This may include using your personal data to obtain employment related information from third parties for Disclosure and Barring Service [DBS] checks, right to work, medical fitness and previous employment references.

If your application is successful, the Community will retain the information provided in the application form (together with any attachments) on your personal file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

PART A

Data collected in Part A will be shared with the Community trustees, members and those involved in the selection and appointment process.

SECTION A1 – Current or Most Recent Employment/ministry

Current / Most Recent Employer:			
Current / Most Recent Job Title:			
Date Started:		Leaving Date:	
Address:			
Post Code:			
Please provide a brief description of your role and responsibilities:			
Reason for seeking other employment:			
Please state when you would be available to take up the post if offered:			

SECTION A2 – Previous Employment/ministry

IMPORTANT - Please provide a full employment history which accounts for every year since you left full-time education. Any gaps in should be detailed in Section A3. Please start with most recent.

Name and Address of Employer	Position Held and/or duties	Reason for Leaving	Dates	
			From (MM/YY)	To (MM/YY)

SECTION A3 – Gaps in Your Employment

If there are any gaps in your employment history, e.g. childcare, sabbatical year, please give details and dates.

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SECTION A4 – Education

Please start with the most recent and include Secondary education.

Name of School / College / University	Dates of Attendance		Examinations			
	From (MM/YY)	To (MM/YY)	Subjects	Result	Date	Awarding Body

SECTION A5 – Other specialist knowledge, skills, vocational qualifications or training

Please provide details of any other qualifications or skills that you possess or training that you have received which you consider to be relevant to the role as warden.

SECTION A6 – Interests

Please give details of any interests or hobbies that you enjoy

SECTION A7 – Suitability

Please give your reasons for applying for this post at this stage in your ministry and explain what qualities and experiences you bring that are particularly relevant to the position.

Study the role of the Community leader (Warden) and personal qualities, as referred to in the Basic Information documents in the Application pack. Describe any skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of this post.

SECTION A8 – Leadership

Please describe any leadership positions you have held over the last five years and give examples of ways that you have demonstrated and developed your leadership abilities.

Are there any areas in which you would require support for further development as a leader?

SECTION A9 – Community life

Please give details of your connection with or knowledge of Pilsdon or any other intentional community?

What is your understanding of an Intentional Christian community?

What experience have you had of working with vulnerable adults and/or those at the margins of society?

SECTION A10 – Spirituality

What experience have you had of living with people of varying Christian persuasions and how has this shaped you?

Do you have a spiritual director or similar?

What styles of worship do you find most helpful?

Awareness of our own vulnerabilities can be a great strength within community. What aspects of being Warden or of living in Community do you anticipate being particularly challenging for you? Do you consider there are areas that you might need particular support in?

Please give a description of your faith journey over the last five years.

Is there any further information you would like to give in support of your application to help us get a fuller picture of your life, ministry or family?

SECTION A11– References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer.

Referee 1		Referee2	
Name:		Name:	
Organisation:		Organisation:	
Address:		Address:	
Position:		Position:	
Telephone:		Telephone:	
E-Mail:		E-Mail:	
In what capacity have you known this person?		In what capacity have you known this person?	
May we contact prior to interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

See below for Part B.

PART B

Data collected in Part B will be used by the Community trustees for the purposes of processing your application and complying with our legal obligations. Part B will only be shared with the shortlisting and interviewing staff.

SECTION B1 – PERSONAL DETAILS

Name:			
Date of Birth:		National Insurance No.:	
Marital Status:			
Address:	Home Tel:		
	Mobile Tel:		
	Work Tel:		
Post Code:		E-Mail Address:	@

Are you currently eligible for employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What documentary evidence can you provide to support this? (e.g. passport)	
Current / Most Recent Salary:	
Please specify how many people are in your family who would require full time accommodation at Pilsdon. Please give details of ages of any children.	
Are there any special arrangements you may require if you are called for interview?	

SECTION B2 – Criminal Records

An offer of employment is conditional upon the Community receiving an Enhanced Disclosure from the Disclosure and Barring Service. If you are successful in your application you will be required to complete a Disclosure and Barring Service Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service.

The Community is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed individually and fairly.

Have you been convicted by the courts of any criminal offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there any relevant court action pending against you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever received a caution, reprimand or final warning from the Police?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you have answered ‘YES’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form. This will only be opened if you are shortlisted for interview.

SECTION B3 - Declaration

- I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
- I confirm that I am not on either the ISA Children’s Barred List or the ISA Vulnerable Adults Barred list, disqualified from working with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected, or (if the false information comes to light after my appointment) summary dismissal and many amount to a criminal offence.
- I consent for my personal contact details to be used to process my application for employment at the Pilsdon Community and understand that the information may be shared with other appropriate Pilsdon members as part of the recruitment process.
- I consent to the Community making direct contact with the people specified as my referees to verify the reference.

Signature (type full name if completing electronically):			
Print Full Name:		Date:	

Closing date for applications: 28 February 2019

Interviews: first week April 2019

Please send completed applications to: pilsdon@pilsdon.org.uk