



## RiverVale Churches

Welford | Weston | Quinton  
Long Marston | Meon Vale

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# Application form 2024

**Name of applicant:**

**Post: Part Time Church Administrator**

### **Contents**

- Application Form
- Confidential declaration/privacy notice as required for those who will be working with children/vulnerable adults
- Additional Job Applicant Information/Privacy Notice

## Application form

*Please complete this application form electronically or in black ink using block capitals.*

### Section one: personal information

Post applied for:	Church Administrator	
Family name:		Title:
Preferred name:		
Names in full:		
Address:		Postcode:
Telephone:		
Email:		
Are you eligible for work in the UK?		

Do you possess a current full driving licence? Yes/no

Details of endorsements

Groups/expiry date

Do you own a car?

Yes/no

**Section two: employment history**

*Please note any other employment you would continue with if you were successful in obtaining this position. \_\_\_\_\_*

*How much notice is required in your current post?*  
\_\_\_\_\_

<b>From, to (month, year)</b>	<b>Name and address of employer</b>	<b>Job title and duties</b>	<b>Salary at leaving</b>	<b>Reason for leaving</b>
<b>Current</b>				

*Continue on a separate sheet if necessary.*

**Section three: education history**

a) Professional/practical qualifications obtained (e.g. teaching, social work).

<b>From</b>	<b>To</b>	<b>Qualification/experience</b>

b) Further education (college or university). Please give details of any qualifications obtained.

<b>From</b>	<b>To</b>	<b>Organisation and qualification</b>

c) Principal secondary schools

<b>School</b>	<b>Qualifications and details</b>

**Section four: reasons for applying for this post**

Please detail here your reasons for applying for this post.  
*You should include experience obtained in your present and past roles that would be relevant to this post and what skills, knowledge, and experience you would bring if appointed. Continue on a separate sheet if necessary.*

**Section five: references**

***Please give names and addresses of two persons from whom the company may obtain both character and work experience references (one must be your present or most recent employer). Please obtain their permission. If you are applying for a post which requires unsupervised access to children/vulnerable adults, the PCC reserves the right to approach any past employer for a reference.***

Name:		
Position:		
Occupation:		
Address:		
Postcode:		
Telephone:		
Email:		
Relationship with applicant:		

May we approach your referees prior to interview?

Yes/no

**Section six: For all roles working with Children and/or adults experiencing, or at risk of abuse or neglect - please complete the Church of England Confidential Declaration on page 8 before completing Section seven below. Where this is not required please tick the appropriate box below:**

This role <b>does require</b> me to work with Children and/or vulnerable adults and I have completed section eight.	This role <b>does not require</b> me to work with children and/or adults experiencing, or at risk of abuse or neglect and I do not need to complete section eight.
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**Section seven: declaration**

*Please read this carefully before signing this application.*

- a) I confirm that to the best of my knowledge and belief, the above information is complete and correct and that any untrue or misleading information will give the PCC the right to terminate any employment contract offered.
- b) I understand that the PCC has in place safer recruitment practices and I agree that where a role may require a criminal record check the PCC will apply to the Disclosure and Barring Service through the diocesan central team for the appropriate level of disclosure. I have read section five of this form and understand that should a required disclosure not be satisfactory; any offer of employment may be withdrawn or employment terminated.
- c) I understand that Clergy, ordinands and such employed lay people working for the diocese as have duties that require them to represent or speak on behalf of the Church (which for the purposes of this policy, includes all employees of the Church) may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England's commitment to promoting racial equality. This explicitly includes the BNP. I can confirm / not confirm that I am able to comply with this. (please circle as appropriate)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

\_\_\_\_\_

To submit your application please email to [admin@rivervalechurches.co.uk](mailto:admin@rivervalechurches.co.uk) by 31st July 2024, or by post to: Reverend Jay Niblett, The Rectory, Church Lane, Welford on Avon CV37 8EL

## Section six

### Church of England Confidential Declaration Guidance and Privacy Notice

The Confidential Declaration must be completed by all those wishing to work with children and/or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and/or adults experiencing or at risk of abuse or neglect.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question that you are answering.

The Privacy Notice attached to this form explains how the information you supply in your Confidential Declaration is used and your rights with respect to that data as required by the General Data Protection Regulation 2016/679 (the “GDPR”) and the Data Protection Act 2018, (the “DPA 2018”).

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules<sup>1</sup>? (Include both ‘spent’<sup>2</sup> and ‘unspent’ convictions) YES / NO
2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules<sup>3</sup>? YES / NO

*Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules.*

<sup>1</sup> You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) it does not appear on the DBS’s list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b), (c) and (d) in order to be filtered.** Further guidance is provided by the DBS and can be found at [www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates) and [www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance)

<sup>2</sup> Please note that the ‘rehabilitation periods’ (i.e. the amount of time which has to pass before a conviction etc. can become ‘spent’) have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never ‘spent’. For further guidance in relation to the ‘rehabilitation periods’, please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

<sup>3</sup> You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS’s list of specified offences referred to in footnote 1 above. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered**



*Please also provide details of the circumstances and/or reasons that led to the offence(s).*

*Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) you will be expected to declare **all** convictions and / or cautions etc., even if they are 'spent' provided they have not been filtered by the DBS filtering rules.*

*Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.*

*If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and / or adults experiencing, or at risk of abuse or neglect. Although it is important to note that the existence of a conviction, caution etc. will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk*

3. Are you at present (or have you ever been) under investigation by the police or an employer or the Church or other organisation for which you worked for any offence / misconduct?

YES / NO

4. Are you or have you ever been prohibited and / or barred from work with children and/or vulnerable adults? YES / NO

*Please note that you **only** need to mention if you have been placed on the DBS Barred List with regard to children and/or vulnerable adults if you will be taking up a position that involves engaging in "regulated activity" with children and/or vulnerable adults. If you are unsure whether the position involves "regulated activity" please contact the appointing organisation/ person.*

5. Has a court ever made a finding of fact in relation to you, that you have ill-treated, neglected or otherwise caused harm to a child and / or vulnerable adult, or has any court made an order against you on the basis of any finding or allegation that any child and / or vulnerable adult was at risk of ill-treatment, neglect or other significant harm from you<sup>4</sup>? YES / NO

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<sup>4</sup> 'harm' involves ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse

6. Has your conduct ever caused or been likely to cause ill-treatment, neglect or other harm to a child and /or vulnerable adult, and/or put a child or vulnerable adult at risk of ill-treatment, neglect or other harm? YES / NO

*Note:if you have answered 'yes' to any of the questions above please give details here*

7. To your knowledge, has there ever been an allegation made against you (whether substantiated or not) that your conduct has amounted to or resulted in ill-treatment, neglect or other harm to a child and/or vulnerable adult, or putting a child or vulnerable adult at risk of ill-treatment, neglect or other harm? YES / NO
8. Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult's Social Care)? YES/NO

If you reply yes to questions 7 and/or 8 please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

*Note: Declare any complaints or allegations made against you, however long ago (including Domestic Abuse). Checks will be made with the relevant authorities.*

9. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, placed by you in care, subject to child protection planning, subject to a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation? YES / NO
10. Has a child in your care or for whom you have or had parental responsibility ever been in the care of the local authority, or been accommodated by the local authority? YES / NO
11. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules<sup>5</sup>; or is that person at present the subject of a criminal investigation/pending prosecution? YES/NO/Not Applicable

If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s)

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<sup>5</sup> <https://www.gov.uk/government/collections/dbs-filtering-guidance>

*Note applicable to Q11: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include **all** clergy). <sup>6</sup>*

Please inform relevant members of your household that you have included their details on this form (if applicable) and give them a copy of the Privacy Notice.

*Note: All these matters shall be checked with the relevant authorities*

**Declaration**

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.

I declare that I have disclosed on a separate sheet any additional information I have which could be considered relevant to the questions in this Confidential Declaration.

Signed .....

Full name .....

Address.....

.....

Date.....

*Before an appointment can be made applicants who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles will require an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service. The central diocesan safeguarding team processes this information. All information declared on this form will be carefully assessed within the appointment process to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and / or adults experiencing, or at risk of abuse or neglect. Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk.*

<sup>6</sup> <https://www.gov.uk/government/publications/dbs-home-based-positions-guide/home-based-position-definition-and-guidance>

## **Privacy Notice**

This notice explains how the information you supply in your Confidential Declaration is used and your rights with respect to that data as required by the General Data Protection Regulation 2016/679 (the “GDPR”) and the Data Protection Act 2018, (the “DPA 2018”).

### **1. Who we are**

The data controller for the PCC is Reverend Jay Niblett

### **2. The data we collect about you**

We collect your name and address as provided by you in your application form and where appropriate your Confidential Declaration Form, and where applicable, relevant conduct data and/or criminal offence data (including allegations); barring data; court findings or orders.

We also collect the following information about other individuals living or employed in your household who are over 16 years old, where applicable (see section 3, headed “Purposes and lawful bases for using your personal data” paragraph 3): criminal offence data (including allegations); barring data; court findings or orders.

It is our expectation that you will inform these individuals that you have put their details on the Confidential Declaration form, and that you explain the reason for this.

### **3. Purposes and lawful bases for using your personal data**

The overall purpose of the confidential declaration is to ensure that I/we take all reasonable steps to prevent those who might harm children or adults from taking up positions of respect, responsibility or authority where they are trusted by others in accordance with the Safer Recruitment: Practice Guidance (2016).

We use your data for the following purposes and lawful bases:

1. Appointing individuals to positions of respect, responsibility or authority where they are trusted by others.
2. For the Diocesan Safeguarding Adviser to conduct a risk assessment where applicant discloses information on the form.
3. Collect information about members of your household for the purpose of undertaking a Disclosure and Barring Service check on them if you have applied for a role where you work from home with children.

It is the legitimate interest of the PCC to ensure that only appropriate individuals are appointed to certain positions, as established by the Promoting a Safer Church - House of Bishops Policy Statement (2017). We also need to be assured that no member of your household poses any risk.

It is also necessary for reasons of substantial public interest in order to prevent or detect unlawful act and protect members of the public from harm, including dishonesty, malpractice and other seriously improper conduct or for the purposes of safeguarding children and adults at risk. (Safer Recruitment Practice Guidance (2016)).

### **Legitimate Interest Assessment**

We have a specific purpose with a defined benefit	The processing is an essential part of safer recruitment, to ensure that individuals appointed to positions of respect, responsibility or authority where they are trusted by others are properly vetted and pose no risk to children, vulnerable adults or the wider public.
The processing is necessary to achieve the defined benefit.	Without processing this data, there would be no assurance that suitable individuals are being appointed.
The purpose is balanced against, and does not override, the interests, rights and freedoms of data subjects.	The risk of significant harm to others if inappropriate appointments are made outweighs the low risk to individuals of disclosing the data to us.

For a copy of the full Legitimate Interest Assessment, please contact us on the details included in section 7 headed “Complaints”.

### **4. Sharing your data**

Your personal data will be treated as strictly confidential and will only be shared with those involved in the recruitment/appointment process and, where appropriate, the Diocesan Safeguarding Adviser. It may be shared outside the Church for the prevention or detection of an unlawful act; to protect members of the public from harm or safeguarding purposes, or as required by law, under Schedule 1, Part 1, Part 2 or Part 3 (as appropriate) of the Data Protection Act 2018, with the following:

- Police
- Children’s or Adults Social services in Local Authorities
- Statutory or regulatory agencies, (e.g. the DBS)

### **5. Data Retention**

We keep your personal data, if your application is successful, for no longer than reasonably necessary for the periods and purposes as set out in the retention table below at the following link:

<https://www.churchofengland.org/sites/default/files/2017-10/Safeguarding%20Records-%20Retention%20Tool%20kit%20-Dec%202015.pdf>

Further details about our record keeping can be found on page 16.

## 6. Your Legal Rights and Complaints

Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data: -

- The right to be informed about any data we hold about you;
- The right to request a copy of your personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of your personal data
- The right to obtain and reuse your personal data to move, copy or transfer it from one IT system to another. [*only applicable for data held online*].

## 7. Complaints

If you have any questions about this policy, including any requests to exercise your legal rights, please contact: The Churchwardens of Saint Peters Parish Welford on Avon, c/o The Rectory, Church Lane, Welford on Avon. CV37 8HH

If you feel that your complaint has not been dealt with appropriately please contact the Information Commissioners Office on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/>

## **Job Applicant Additional information /Privacy Notice**

The PCC collects a range of information about you during recruitment processes including:

- Your name and contact details
- Your qualifications, experience, skills and employment history
- Whether you have the right to work in the UK
- Whether you wish to disclose to us about a disability for which we need to make reasonable adjustments during our recruitment procedure.

We will collect this information from your application, exam certificates, passport or other identity documents and interviews. We will then store the information appropriately and securely.

If your application is unsuccessful, we may keep your information on file for up to 6 months in case we have any future job opportunities for you. We will ask for your consent to do this and you are free to withhold this consent or withdraw it at any time).

### **Why we handle your Personal Data**

We need to process various types of information about you to:

- Take the necessary steps before entering into a contract with you.
- Comply with our legal obligations, such as checking your right to work in the UK before employment starts.
- Fulfil our legitimate business interests, including being able to manage the recruitment process, to manage payroll and pensions, assess your suitability for the role and decide whether to employ you. We also need to retain your data to defend ourselves against any legal claims.

We also need to process some 'special categories' of data. These include information necessary for equal opportunities monitoring and information about any disabilities so we can make any reasonable adjustments to the recruitment process (as well as information about any criminal convictions). We also have some roles for which an Occupational Requirement may be required. This is necessary for us to perform our obligations and exercise specific rights related to employment.

### **Data retention and Protection**

If your application for employment is unsuccessful, we will keep your data on file for 6 months with your consent. If your application is successful, this forms part of your HR personnel file and we keep our files in line with Church of England national data for specific roles, legal etc. We have strict policies and controls in place to prevent the loss, accidental destruction, misuse or disclosure of your data.

### **Your Rights and Obligations**

Under data protection laws, you have the right to:

- Obtain a copy of your data if you wish.
- Ask us to amend incorrect or out of date data
- Ask us to erase or stop processing your data if it is no longer necessary for us to hold it for its original purpose.
- Object to us processing your data where we are relying on our legitimate interests as the legal basis for processing.
- Complain to the Information Commissioner's Office if you believe that we have breached your data protection rights.

### **Automated Decision Making**

We do not base any of our recruitment decisions on automated decision making. Our appointment processes follow the Church of England Safer Recruitment Guidelines.

### **Statutory retention periods**

- Accident books (accident records/reports) - 3 years from the date of the last entry.
- Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH) – 40 years from date of last entry.
- Retirement Benefits Schemes (records of notifiable events, for example, relating to incapacity) – 6 years for end of scheme year in which event took place.
- Statutory Maternity Pay records, calculations, certificates (Mat B1s or other medical evidence – 3 years after end of tax year which maternity period ends.
- Wage/salary records (overtime, bonuses, expenses) – 6 years (tax) 7 full calendar years.

### **Our data retention process and periods**

- Application forms and interview notes (unsuccessful candidates) – 6 months
- Assessments under health and safety regulations and records of formal consultations – permanently
- Inland Revenue/HMRC approvals – permanently.
- Parental leave – 18 years from the birth of the child.
- Pension scheme investment policies – 12 years from ending of any benefit payable under the policy
- Pensioners records – 12 years after benefit ceases.
- Personnel files and training records (including disciplinary records and working time records) – 6 years unless the role involves working with children and vulnerable adults then kept in line with National Church policies.
- Redundancy details, calculations of payments, refunds, notification to the Secretary of State – 6 years from date of redundancy.
- Statutory Sick Pay records, calculations, certificates, self-certificates – 6 years after employment ceases.
- Trustees minute books – permanently.