

## What to expect when you apply:

We ask all applicants to complete an Application Form and a Confidential Declaration Form as part of the application process.

**Please note:** The completion of the Confidential Declaration Form is a requirement in order for us to treat your application as complete, although it will be kept confidential and not reviewed by the selection panel.

We also have an Equality & Diversity Monitoring Form, which is optional to complete. We are committed to pursuing equal opportunity and welcome applications from all sections of the community and the form helps us to measure the effectiveness of our current policies. The contents of this form are confidential and will not be used as part of the application process.

## Unfortunately, we are unable to accept CV 's as part of our application process due to the Safer Recruitment Requirements set out by the Church of England.

Once you have successfully submitted your application, you will receive an email to confirm that we have received it.

Following the closing date, all applications are reviewed by the selection panel. You will be notified of the outcome of your application, either way, via email. This will usually be within one to two weeks of the closing date.

We are unfortunately not be able to provide feedback to those not shortlisted for interview, due to the volume of applications that we receive.

If you are invited to interview, you will be contacted, via email, with further details usually at least a week before the scheduled interview date.

Following interview, you will be notified of the outcome of your application either way. We do provide feedback for those who have attended interview, but were not successful, upon request.