

HR Adviser (0.8 FTE)

Application Pack

September 2019



Thank you for your interest

in the role of **HR Adviser (0.8 FTE)** for the Diocese of Guildford.

Please find enclosed the following information:

- Page 3 **Introduction from the Diocesan HR and Safeguarding Director**
- Page 4 **HR Adviser job description and person specification**
- Page 7 **An overview of The Diocese of Guildford**
- Page 15 **Outline of key terms and how to apply**
- Page 16 **Application form**



Dear Applicant

Thank you for your interest in the role of **HR Adviser** in the Diocese of Guildford.

It's an exciting time to be part of the Diocese with our mission of '*Transforming Church, Transforming Lives*' and the supporting goals that include a commitment to establish 100 new worshipping communities over the next 10 years; growing the number of ordained clergy; and sharing expertise to release fresh energy for mission.

Over the past eighteen months we have moved our diocesan teams into new, attractive, open-plan offices on the University of Surrey Research Park; and more recently we have embarked on a major review of the services we offer, seeking to ensure that our diocesan strategy gets well embedded, that our resources are efficiently managed, and that Church House Guildford is genuinely scratching where the parishes are itching.

We are looking for an HR Adviser to join our friendly, experienced team on a part-time basis. We provide comprehensive HR support to our Diocesan staff, clergy and parishes and your role will cover a wide range of activities, including HR advice and guidance, recruitment of staff and clergy and payroll administration. The role is a busy and exciting one in which every day is different. The post is for 28 hours per week, but with some flexibility to choose the days and hours that you work.

If you are CIPD qualified, in the process of working towards your CIPD qualification, or have relevant equivalent HR experience, coupled with previous experience of operating in a professional environment such as legal services or a large charity/public sector organisation, we would love to hear from you.

For an informal discussion about this role, please do not hesitate to contact **Fiona Owen, HR Partner**, on **01483 790302** or email fiona.owen@cofeguildford.org.uk

I look forward to receiving your application which should consist of a completed application form and supporting statement (no more than two sides of A4) detailing your reasons for applying, what you can bring to the post and how you meet its requirements. The closing date for receipt of applications is **19 September 2019**.

Yours faithfully



Lynda Donaldson

Diocesan HR and Safeguarding Director



Job Description – HR Adviser

28 hours per week (0.8 FTE)

Salary: £25,000 - £27,000 per annum (pro rata), depending on qualifications and experience, plus generous non-contributory pension provision

Job Purpose

- To provide professional HR advice, guidance and administrative support, working closely with our staff and clergy.

Accountable to

- Accountable to and line managed by the Diocesan HR & Safeguarding Director.

Key relationships

Internal-facing:

- HR and Safeguarding teams;
- Archdeacons and their respective offices;
- Bishop's Leadership team: Diocesan Secretary, Diocesan Directors of Education, Mission, and Communities;
- Work closely with the senior Operations team: Deputy Diocesan Secretary, Directors of Finance, Property and Head of Communications;
- All Diocesan Board of Finance (DBF) staff.

Parish-facing:

- Clergy across the Diocese;
- Parish teams/staff.

External:

- HR peers within other dioceses;
- Legal advisers;
- Clergy across the parishes;
- Recruitment or advertising consultancies;
- External suppliers for benefits provision, e.g. Occupational Health Provider/s etc.

Responsibilities:

Recruitment

- To provide HR support for recruitment projects and processes, i.e. work closely with the HR Partner and line managers to identify requirements, ensure that job and person specifications are prepared, job application packs and advertisements are prepared, approved and issued.
- To provide support for the clergy recruitment processes, working closely with the Archdeacons' office and the HR Partner.
- To facilitate short-listing processes and make arrangements for interview panels.

- To prepare job offers and contracts, take up references and co-ordinate all other associated pre-employment checks.
- To support the preparation and rollout out of a comprehensive induction for new employees, together with line managers.

Policies and Pay

- To support the rollout of updated HR policies, processes and procedures.
- To prepare the staff payroll, liaising with the Finance team, for review with the HR Partner.

General

- To advise managers on HR policies and procedures across a range of HR topics, including recruitment, performance management, employment practices, disciplinary and grievance processes.
- To manage staff sickness absence and the online holiday records system.
- To administer staff annual appraisals.
- To provide administrative support for the planning for and rollout of an HR Information System (HRIS).
- To support on the processing of staff documentation from recruitment through to leaving.
- To keep up-to-date on employment legislation and HR best practices.
- To undertake any other reasonable duties as requested by the HR and Safeguarding Director and HR Partner.

HR for clergy

- To manage clergy sickness absence records.
- To provide administrative support for clergy moves, e.g. to administer ordinand grants, in conjunction with the Finance team.



Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • At least Diploma level of education or equivalent. • CIPD qualified, or in the process of working towards CIPD qualification, or relevant equivalent HR experience. 	<ul style="list-style-type: none"> • Degree level of education.
Experience (able to evidence)	<ul style="list-style-type: none"> • Previous experience of operating in a professional environment such as legal services or a large charity/public sector organisation. • Providing HR advice to managers. • Experience of and involvement with recruitment processes. 	<ul style="list-style-type: none"> • Managing recruitment projects. • Experience of implementing an HR Information System (HRIS).
Knowledge	<ul style="list-style-type: none"> • Good working knowledge of UK employment legislation and the ability to apply these to a variety of situations. • Knowledge and understanding of personalities and behavioural styles in order to work collaboratively. 	<ul style="list-style-type: none"> • Knowledge of the Church of England, its organisation and governance structures. • Knowledge of applying HR knowledge within the Church of England legislative framework.
Skills	<ul style="list-style-type: none"> • Good planning and organisational skills. • Solutions-orientated approach to resolving situations or issues. • Delivery-orientated, understands what is important to key stakeholders. • A clear communicator, with strong written and verbal communication skills. • Good analytical and numeracy skills, with good attention to accuracy and detail. 	<ul style="list-style-type: none"> • Strong IT/systems aptitude.
Behaviours	<ul style="list-style-type: none"> • A commitment to our diocesan values, summarised as: <i>Fostering Dignity, Building Community, Seeking Wisdom, Inspiring Hope.</i> • A warm and open demeanour, with a collaborative working style. • Demonstrates maturity and 	

	<p>professionalism.</p> <ul style="list-style-type: none"> • Ability to establish credibility and respect and build strong working relationships with wide range of colleagues. • Listens well, and responds appropriately. • Flexible and willing to adapt to changing priorities; understand and appreciate different perspective on issues. • Able to work on own initiative as well as being a team member who is prepared to take well-informed decisions. • Demonstrates an approach to work that is characterised by commitment and energy. • Comfortable working in an open plan, modern office environment. 	
Personal	<ul style="list-style-type: none"> • Fully supportive of the aims and mission of the Church of England. • A high level of integrity and discretion, ability to handle confidential information with diplomacy and sensitivity. • A warm and open demeanour. • Presents a professional and positive image at all times. • An ability to work with a wide range of people of all ages and backgrounds. • Able to travel around the diocese from time to time, with a full, clean driving licence. 	<ul style="list-style-type: none"> • A practising Christian with a passion for the development and well-being of others.

The Diocese of Guildford and its setting

A. Area, People and Community

The Diocese of Guildford covers the western two-thirds of Surrey and a significant area of north-east Hampshire. It also includes one parish in a London borough and one in rural West Sussex. In the north-east, it is largely suburban, but moving south and west, there are a number of distinct towns and numerous villages. The south-west has a more rural feel to it, but the north-east is largely suburban. The population here is greater and excellent road and rail links to London and

elsewhere mean that there is much commuting within these areas.

The population is just over a million, rising in line with the national rate. Notwithstanding the rural areas, the average population density is above average, both regionally and nationally.

The area is rightly perceived as affluent, but there are other perspectives. There are surprisingly high levels of domestic and sexual abuse. The population is quite mobile, but the cost of housing is very high and there are issues of homelessness in the towns. The government wants a significant number of new homes to be built in the area, but there is much lively debate about where they might go.

Taken as a whole, the Diocese has the lowest average IMD (Index of Multiple Deprivation) in England, but the picture is not uniform. Throughout the area there are tight pockets of deprivation, enclosed within housing estates or even within a few streets, with high levels of child poverty, low income, poor mental health and other significant problems. Often they are adjacent to affluent areas that camouflage the extent of need, driving down the statistics and diverting public funds to areas of more widespread poverty in other parts of the country.

The Diocese is becoming more diverse ethnically, and there are notable Asian populations in Woking and Camberley. There has also been a large influx of Nepalese to Aldershot and Farnborough following recent Government changes to Gurkha pension provision. In 15% of parishes, the proportion of White British inhabitants is now less than 80%.

Principal occupations include Wholesale/Retail Trade, Professional & Scientific, Education, Human Health & Social Work, with significant numbers also in Information & Communication Technology and Finance. There are also a large number of military personnel (and their families) in several areas of the Diocese; Aldershot is the 'Home of the British Army' and the tri-service Defence Medical Rehabilitation Centre at Headley Court (although shortly to be closed) lies within the Diocese. The University of Surrey and College of Law are based in Guildford, together with the Surrey Research Park. The University of the Creative Arts is based around Farnham, and Royal Holloway (University of London) is at Egham. There are four major hospitals and four prisons. A significant number of key national decision makers live within diocesan borders.

B. The Church in the Community

The Diocese has two archdeaconries, each with six deaneries, and a total of 161 parishes. There are very few multi-parish benefices with just one stipendiary priest.

A great deal of the work of the church is done at a local level by the parishes. The diocesan teams support and encourage the work of the parishes, and also work with wider networks to the mutual benefit of the church and society at local, regional and national levels.

The Diocese includes churches representing all shades of Anglicanism. All traditions play their full part in the life of the diocese, and broadly speaking there is an encouraging absence of tribalism.

We are fortunate to have some 300 licensed clergy. Nearly two thirds of these are stipendiary, of whom over 90% are full-time. About a third of all licensed clergy are women, including our Suffragan Bishop and Dean, with a higher proportion amongst Self Supporting Ministers. There is a significant number of clergy couples, ministering in various ways.

With more than 200 clergy and investment houses, 217 Church buildings and many parish owned halls and facilities, our property portfolio provides an essential asset for our mission and ministry across this area, whilst also supporting multiple community activities, clubs and meetings.

The proportion of the population attending church, both adults and young people is above the national average, but overall numbers have dropped, albeit slightly more slowly than the national average. With a changing population, ministry to new parishioners is a significant task.

Church communities vary in size, but about half have an average Adult Weekly Attendance of over 100 (with 14 parishes over 250 in 2017).

Parish clergy, authorised lay ministers and other lay members, including chaplains, are not only engaged with church schools across the diocese, but also with over 250 county and independent schools. Many of the latter have church foundations.

Many parishes are involved with their local communities, not just by way of occasional offices, prayer and financial support, but in active engagement through projects such as CAP (Christians Against Poverty) Centres, Street Angels/Pastors, Food Banks, furniture recycling to needy families, chaplains to GP surgeries, Night Shelters and Credit Unions.

The 83 church schools (53 voluntary aided) in the diocese include three secondary schools. There are also 11 Affiliated schools. We currently have 21 academies, 16 of which are under the care of the Diocese's Good Shepherd Trust. The development of this programme has been a major source of new work and is being enthusiastically embraced in line with national Church initiatives. Through this and all other work, we will improve the education of our 22,000 children, strengthen our schools' Christian ethos and continue to grow our presence in the community.

Alongside the engagement of our churches and schools, the Diocese has entered into partnership with local authorities through its Community Engagement Team (shortly to be incorporated into the Transforming Church Team), which currently operate in areas of Family Support, Health and Wellbeing, Restorative Justice and Surrey Faith Links. The Church House Review recommends that such partnerships should continue, provided they are genuinely self-funding and better integrated into the community engagement of the local church.

C. Transforming Church, Transforming Lives

Transforming Church, Transforming Lives is the vision of the Diocese of Guildford, launched in September 2016 following a long period of prayer and consultation. It envisages individuals and church communities open to the transforming work of God's Spirit in their own lives, and so becoming agents of Christ's transformation to the world around them.

This vision is deliberately couched as a strapline to the phrase 'Diocese of Guildford', rather than as an initiative in its own right. *Transforming Church, Transforming Lives* communicates the essence of everything we are seeking to pray and work towards across the diocese, rather than being a separate mission project to be hived off to a small bunch of enthusiasts.

Transforming Church, Transforming Lives is a framework not a blueprint, encouraging a thousand local initiatives to work towards our broader shared goals. It is primarily a strategy for the local church, though many of its principles are being extended to groups of churches, network congregations, chaplaincies and church schools. Its ethos is:

- To encourage local mission initiatives through a culture of permission-giving, training, support and finance.
- To develop a deeper sense of partnership and shared accountability between churches and across the diocese, as parishes increasingly look to resource one another, and Church House Guildford to resource the whole.
- To grow a culture of honesty, mutual learning, persistent prayer, deepening discipleship and confident faith sharing.

Set within that broader context, *Transforming Church, Transforming Lives*:

- Sets 12 Diocesan Goals, which together provide the framework of all our mission activities within parishes, chaplaincies, schools, the cathedral and Church House Guildford, recognising the primacy of the first goal above the rest.
- Provides resources for parishes, schools, chaplaincies and the cathedral as they select the goals to which they are particularly committed over the coming year: these resources to include support, training, mentoring, prayer resources and grant funding through the newly established Growth Fund.
- Expects every parish to pray over its mission priorities and to produce a Church Development Plan to be renewed and revised in each year following – a rather patchy aspiration thus far, to be addressed by the needs-based process recommended in the Church House Review.

The twelve diocesan goals are as follow:

1. For every parish and chaplaincy to develop an appropriate strategy for making prayerful,

confident disciples in daily life.

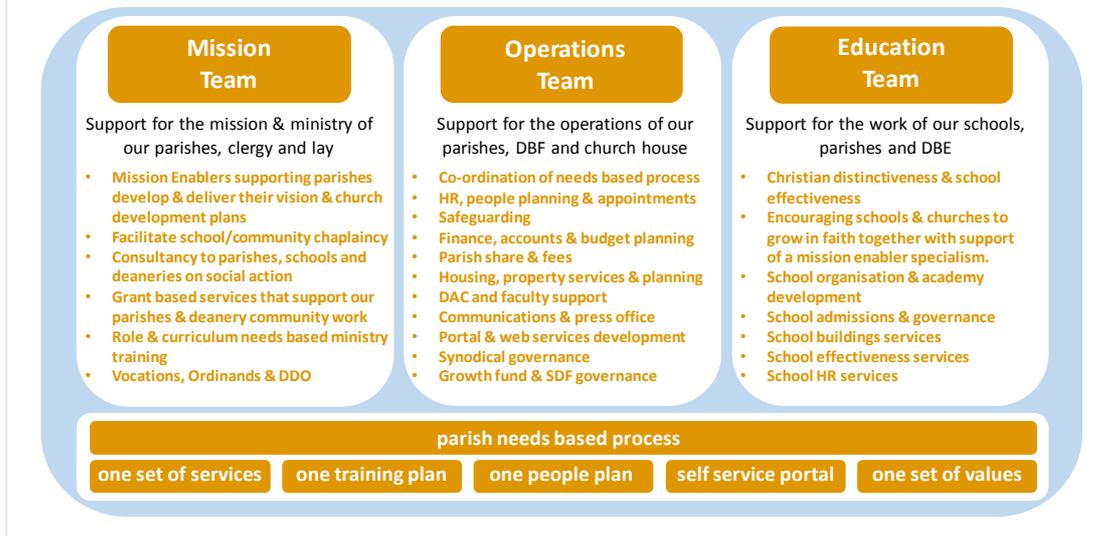
2. Together to increase the number of new Christians of all ages through persistent prayer, confident faith-sharing, life-giving worship, and the development of a hundred new worshipping communities by 2027.
3. For every parish to develop a safe, attractive and spiritually-enriching children's and youth ministry, encouraging sharing of resources where appropriate.
4. Together to increase the number of lay leaders of all ages, who are called, trained and deployed in the church and wider community.
5. Together to grow the number of ordinands by 50% from 2020 and beyond.
6. Together to increase the range, professionalism and spiritual fruitfulness of our partnerships with the local community, to help create a safer, stronger, fairer and more sustainable society.
7. Together to grow the number and depth of our partnerships with Christian communities beyond our diocesan borders, in the holistic mission to which Jesus calls us.
8. Together to improve the standards and develop the Christian distinctiveness of our church schools, wholeheartedly embracing our contribution to education in the diocese.
9. For every parish to encourage an increasing number of worshipping Christians to commit to regular, proportional and sacrificial giving.
10. Together to share expertise and streamline our processes so as to release fresh energy for mission.
11. For every parish and chaplaincy to develop effective communications, promoting a church that is visible, attractive and accessible.
12. For every parish to work towards having church buildings that are fit for purpose in supporting today's ministry and mission.

D. Diocesan Teams

We have recently concluded an extensive review of our central teams at Church House Guildford. The Church House Review (CHR), which was externally led, sought to ensure our central team structure, capacity, capability and flexibility is organised to effectively support and help lead the objectives and priorities of *Transforming Church, Transforming Lives* (TCTL) through our parishes, chaplaincies, and schools over the next five to ten years.

The review has proposed the move from a current 5 team structure to a new 3 team arrangement that is grounded in a set of new foundational processes that all CHG teams are integral to. Foremost amongst these is a new 'needs-based' process that will inform and guide all CHG teams, rigorously grounded in the vision, plans and needs of parishes.

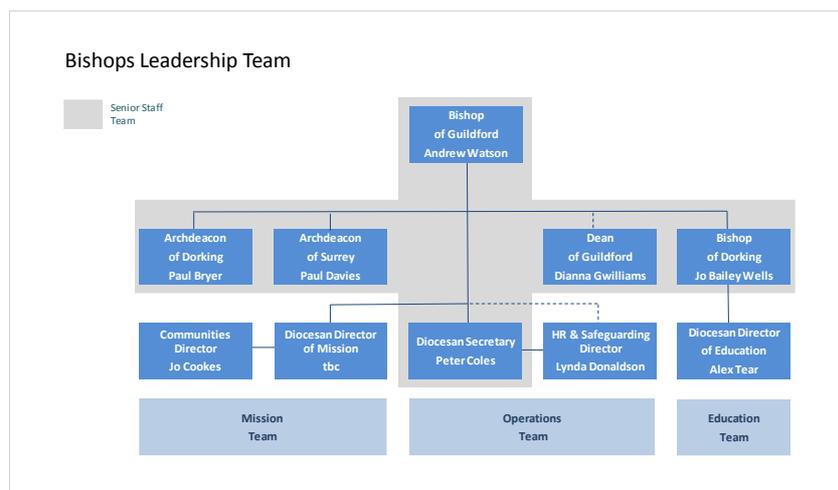
Overall Vision: CHG - *supporting our parishes*



The move to the new team and organisation will be completed through 2019 in two phases. More detail on the change and the new arrangements can be found at <https://www.cofeguildford.org.uk/review>

E. The Bishop's Leadership Team and Diocesan Structures

The Bishop's Leadership Team is more broadly based than in many dioceses, including team directors as well as senior clergy.



Bishop's Leadership Team meetings have been evolving as a new team comes into place. They include a monthly meeting and occasional residential, and a smaller breakfast meeting for bishops, archdeacons, diocesan secretary and dean (which exists predominantly for prayer and mutual support). The Bishop's Leadership Team is the formal safeguarding committee and is advised by a safeguarding panel with an independent chair.

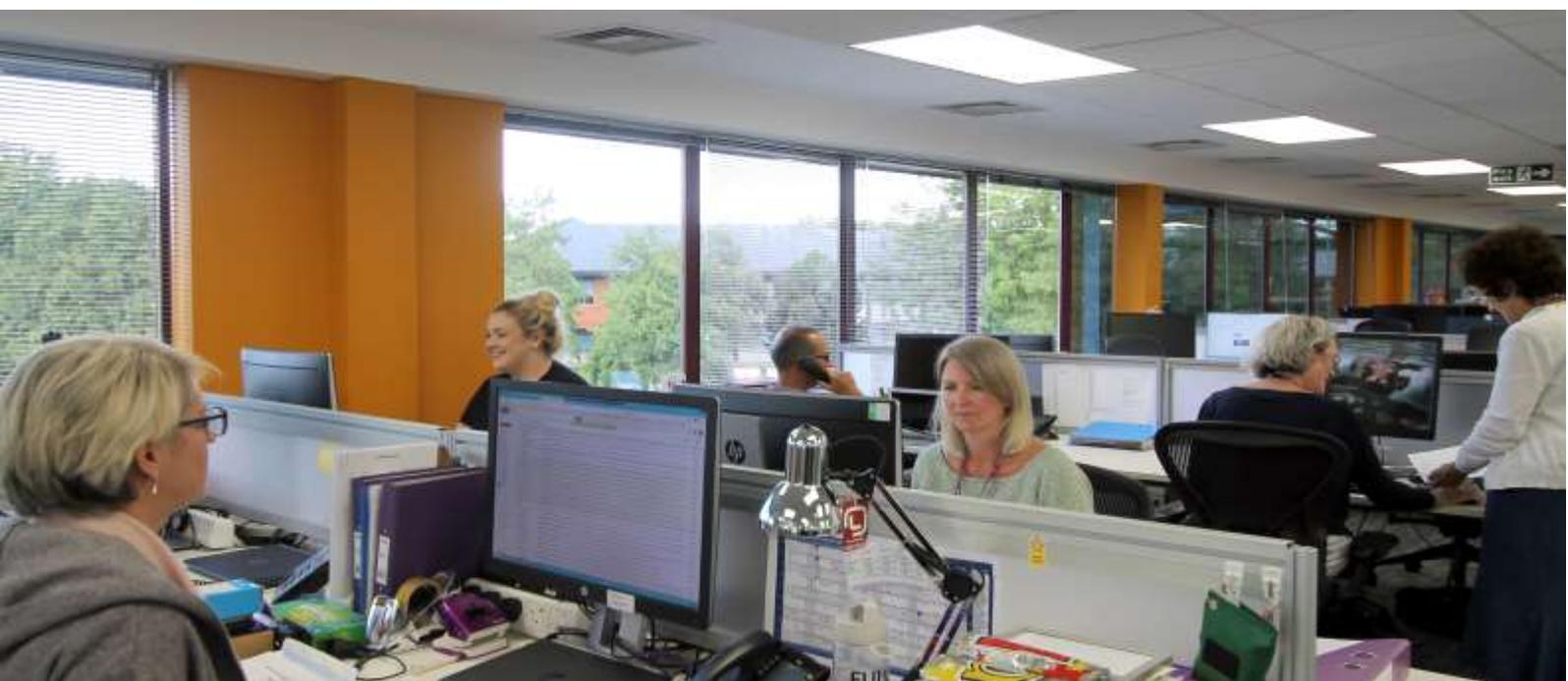
Like many dioceses, Guildford has brought together a number of committees to join up policy, priorities and finance, so that the members of the Bishop's Council are the standing committee of the Diocesan Synod, the board of directors/trustees of the Diocesan Board of Finance, the Mission and Pastoral Committee and the Property and Parsonages Committee. The Bishop's Council is as small as is practicable. It is supported by a non-executive Finance and Audit Committee and Housing Advisory Committee. There is not a great deal of pastoral committee work. When detailed consideration is required an ad hoc group is formed from all the interested parties. Members of the Diocesan Synod are also members of the Diocesan Board of Finance. The other main committees are the Diocesan Advisory Committee and the (unincorporated) Diocesan Board of Education.

F. The Cathedral

The Cathedral itself sits in the geographical centre of the diocese and has, in recent years, begun to address the physical isolation from the town of Guildford and to reach out to parishes, schools and chaplaincies of our Diocese. It seeks to serve as the 'Mother Church' for the Bishop in his mission and ministry but also as a resource to the whole community of Surrey and north-east Hampshire. Underlying the plans for a residential development on part of the site and for a £7.5m renovation and improvement project already underway is the intention of the Cathedral to provide a place of welcome, worship, inspiration and engagement for the furtherance of God's kingdom.

G. Finance

The Diocese has an annual budget of around £12 million and aims to achieve a break-even position each year. Around 70% of budgeted costs relate to ministry provision and housing; 10% relate to our contribution towards the national Church, and the remainder mainly funds the work of the central diocesan teams. The Diocese has very limited investments and the budget is almost entirely funded by parish share receipts.



Parish Share is determined by allocating direct ministry costs according to the number of incumbents, which results in a request of around £58,000 a year per incumbent post; smaller parishes may share an incumbent. Remaining 'shared' costs are allocated in accordance with a formula involving adult Sunday attendance and a prosperity factor. This is a new method starting for 2019: the amount allocated to direct ministry has increased with shared costs of proportionately lower and various subsidies have been removed. There is a transition period of three years for many parishes. More details can be found on the Diocesan website: <https://www.cofeguildford.org.uk/governance/parish-share>

H. International links

The Diocese has a long-established link with the Anglican Church of Nigeria, which is a valuable channel of communication for the Communion as a whole- though current Communion politics mean that aspects of the relationships are currently on hold. We also have developing links with the Diocese of Sialkot in Pakistan, and with the Lutheran Diocese of Viborg in Denmark. Many parishes have their own links to these and other parts of the world.



Outline of key terms

- 28 hours per week on an indefinite contract, with some flexibility around days and times of work;
- Salary of £25,000 - £27,000 (pro-rata) per annum, depending on qualifications and experience, with generous non-contributory pension provision;
- 23 days annual leave per annum (pro-rata), rising to 26 days per annum (pro rata) after 1 year's service, plus Bank Holidays;
- Church Office-based in attractive, open-plan surroundings at Church House Guildford, 20 Alan Turing Road, Guildford, GU2 7YF, with free car parking.

How to apply

To apply for this role, please send the following:

- A completed application form and a supporting statement (no more than 2 sides of A4) detailing your reasons for applying, what you bring to the post and how you meet its requirements (please note, an MS Word version of the application form can be downloaded from our website: <https://www.cofeguildford.org.uk/about/vacancies>);
- Details of three referees, one of whom should be your current employer.

Send your application to recruitment@cofeguildford.org.uk or post, marked 'Strictly Confidential' to Lynda Donaldson, Diocesan HR and Safeguarding Director, Church House Guildford, 20 Alan Turing Road, Guildford, Surrey, GU2 7YF no later than the closing date: **19 September 2019**.



JOB APPLICATION FORM

Job Ref No:

Job Title:		
Where did you see this job advertised?		
Title:	Surname: Previous Surname (if applicable):	First names (for official purposes):
Current Address:		TELEPHONE:
Postcode: _____		Daytime: _____
Email: _____		Evening: _____
		Mobile: _____
		E-mail address: _____

EMPLOYMENT DETAILS

PRESENT EMPLOYMENT

Current or most recent employer:	
Address:	Start date:
	End date:
Job title and key responsibilities:	

What period of notice are required to give:	Reason for leaving
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PREVIOUS EMPLOYMENT

Start date	End date	Name of employer	Job Title and Key responsibilities	Reasons for leaving

(Please continue on separate sheet if necessary)

EDUCATIONAL AND QUALIFICATIONS

Date gained	Subject	Qualification and Grade/s	Awarding Institution

College and/or University	From	To	Details of examination results and qualifications held

Key training completed

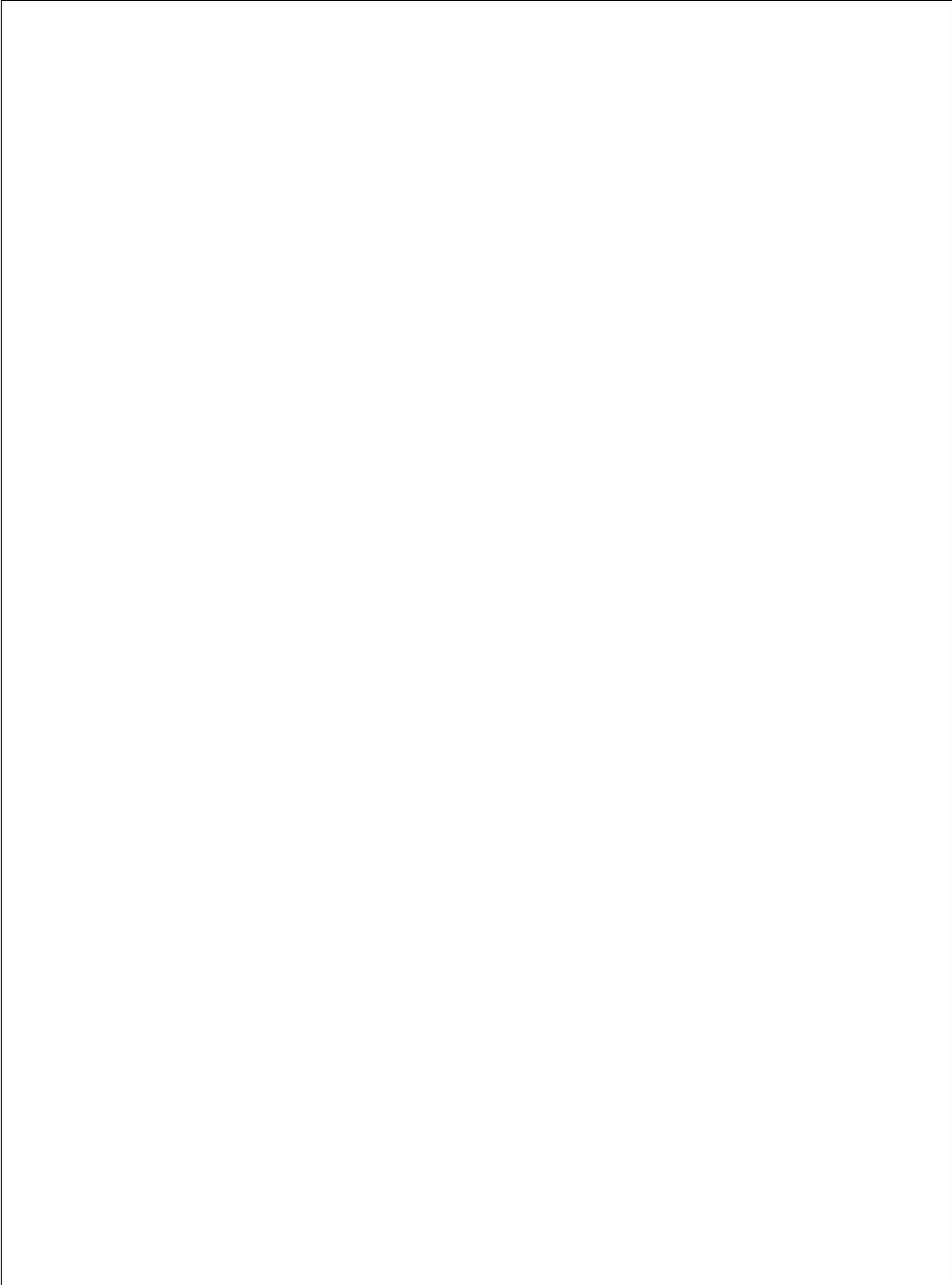
Topic covered	Training provider	Date completed

PROFESSIONAL MEMBERSHIP/REGISTRATION

Issuing body	Registration number	Date gained	Expiry date

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please assess yourself against the requirement of the Person Specification, giving examples of how you meet the defined criteria. You may continue on an additional sheet, if necessary.



REFERENCES

<p>References</p> <p>Please give the names and addresses of three referees, one of whom should be your current or most recent employer. Please note that we cannot accept any references from family members.</p>
<p><u>PRESENT OR MOST RECENT EMPLOYER: May we approach for reference now?</u></p> <p><i>Please circle</i> YES / NO</p>
<p>Name:</p>
<p>Address:</p>
<p>Telephone number:</p>
<p>Email:</p>
<p>Occupation:</p>

<p>Name:</p>
<p>Address:</p>
<p>Telephone number:</p>
<p>Email:</p>
<p>Occupation:</p>

<p>Name:</p>
<p>Address:</p>
<p>Telephone number:</p>
<p>Email:</p>
<p>Occupation:</p>

ADDITIONAL INFORMATION

<p>Please note here any other employment that you would wish to continue with if you were to be successful in being appointed to this role.</p>
<p>Please share any additional information that is relevant to your application, e.g. any special requirements should you be invited to interview or dates when you would be unavailable for interview.</p>
<p>Do you have the right to work in the UK? Please circle YES / NO</p>
<p>Do you hold a current driving licence? Please circle YES / NO</p>

PROFESSIONAL CONDUCT

Have you been subject to any investigation into your professional conduct by any licensing, regulatory or professional body in the UK or any other country where the outcome was adverse? *YES / NO *Delete as appropriate

Are you currently the subject of any investigation by any professional organisation in the UK or any other country, which might lead to your removal from any of their lists? *YES / NO *Delete as appropriate

At the same time I agree to inform the Diocese of Guildford immediately if any such investigation should be initiated. This includes issues, which may lead to such an investigation and/or have any bearing on my suitability to this post? *YES / NO *Delete as appropriate

If you have answered YES to any of the above questions, please give details on a separate sheet. Any information supplied will remain confidential and will be considered only in relation to your application for this post.

GENERAL DATA PROTECTION REGULATIONS

Consent for Job Applicants

In May 2018 the law changes about how companies record, store and use individuals' personal data. Currently the Data Protection act cover how this is managed, but this new GDPR law means we have to change some of our working practices.

As a Diocese we need to collect and hold data about you to enable us to process your job application. The GDPR laws places a further, and new, obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the EEA.

Your consent is requested

We would like your consent to hold personal and special data about you in order that we can process your employment application.

The data we wish to obtain and hold (a range of examples provided, but not limited to)

Type of data	Why we wish to hold it	How long it will be kept for
Recruitment data		
Previous employers	This will allow us to make a decision on your suitability for employment/engagement.	Data obtained during recruitment will only be kept until your application has been declined and then destroyed after 6 months.
Types of job held at other companies.		
Previous salaries.	It will help us to decide which team you may be most suitable in.	If a job offer is made and more comprehensive GDPR consent form will be issued.
Skills and qualifications obtained.		

Agreement to use my data

I hereby freely give my prospective employer [*insert name*] consent to use and process my personal data relating to my job application (examples of which are listed above).

In giving my consent:

I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).

I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.

I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.

I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.

I understand the Data Protection Officer for our Diocese is Diocesan Communications Director, and I can contact him/her directly if I have any questions or concerns.

I understand that if I am dissatisfied with how my company uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk)

Name _____

Signed _____ **Date:** _____

Declaration

I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete. I understand that the PCC is not legally allowed to employ persons who are deemed “not fit” to work with vulnerable adults or children and that if any of the information I have given is found to be false or misleading, the PCC can withdraw their offer of employment to me, or cancel their agreement with me. I understand that if this is discovered at a later date, I may be dismissed.

I also give my consent to the processing of my personal data by computer or other means in relation to my job application and possible future employment.

Signed: _____ **Date:** _____

Return this form to: recruitment@cofeguildford.org.uk or to Lynda Donaldson, Diocesan HR and Safeguarding Director at Church House Guildford, 20 Alan Turing Road, Guildford, GU2 7YF.