|  |  |
| --- | --- |
| **vocation registration form** |  |

Completed forms should be sent to vocation@coventry.anglican.org
or by post to the Vocation Team, Diocese of Coventry, 1 Hill Top, Coventry, CV1 5AB.

|  |
| --- |
| **personal details** |
|  |  |
| **full legal name and title**  |  |
|  |  |
| **known as** |  |
|  |  |
| **email address** |  |
|  |  |  |  |
| **telephone: mobile** |  | **alternative** |  |
|  |  |  |  |
| **address** |  |
|  |  |
| **gender** |  |
|  |  |
| **date of birth** |  | **your age range** | [ ] under 32 [ ] 32-39 [ ]  40-54[ ]  55 or over |
|  |  |
| **relationship status1** | [ ]  Single [ ]  Engaged [ ]  Married [ ]  Separated[ ]  Divorced [ ]  Widowed [ ]  Civil Partnership [ ]  Civil Partnership Dissolved  |
|  |  |
| **if married, have you or your spouse been married to a previous partner who is still living?** | **you:** [ ]  Yes [ ]  No**your spouse:** [ ]  Yes [ ]  No |
|  |  |
| **do you have a disability?2** | [ ]  Yes [ ]  No *Details:* |
|  |  |
| **academic qualifications**  | Please let us know the highest level academic qualification you have achieved |
|  |  |
| **current occupation& name of employer** |  |
|  |  |
| **other required information** |
|  |  |
| **have you ever been declared bankrupt?3** |  |
|  |  |
| **do you have an undischarged bankruptcy?3** |  |
|  |  |
| **do you have any criminal convictions?** *(if so, please give brief details)* |  |
|  |  |
| **Have you lived outside the UK for 6 months or more in the last 10 years?4***(if so, please give brief details)* |  |
|  |  |
| **Do you have permanent residency status AND right to work in the UK?** |  |

|  |
| --- |
| **vocation information** |
|  |  |
| **church you attend** |  |
|  |  |
| **incumbent/chaplain’s name** |  |
|  |  |
| **have you been baptised?***please indicate when & where* |  |
|  |  |
| **have you been confirmed?***please indicate when & where* |  |
|  |  |
| **positions of responsibility held in the church***(recent past and present)* |  |
|  |  |
| **which ministry / ministries are you interested in exploring at this stage?** | [ ]  ordained ministry [ ]  Licensed Lay Ministry (e.g. Reader)any other specific details you want to offer? |
|  |  |
| **have you been in the vocation process before?** *(here or in another diocese/denomination) If you have been to a Stage 1 or 2 Panel or BAP please provide the date(s) & any relevant details* |  |
|  |  |
| **meeting preferences:***please indicate if you have your own transport and if daytime and evening meetings are possible* |  |
|  |  |
| **please use this space to let us know any other information that you think is relevant to the process5,6** |  |

|  |
| --- |
| **specific support** |
| Please indicate if you would welcome a conversation and/or extra support in any of these areas: |
|  |
| [ ]  UKME Vocations | [ ]  Young Vocations | [ ]  Disability & Vocation | [ ]  Women & Vocations |
|  |  |  |  |  |  |  |  |
| [ ]  Other (please specify) |  |
|  |
| **data protection** |

|  |
| --- |
| *In accordance with requirements under the UK GDPR and Data Protection Act 2018, we have put in place various processes, procedures and documentation to ensure compliance with GDPR. The CDBF* [*Privacy Policy*](https://coventry.anglican.org/privacy) *can be accessed from our website or, alternatively, please contact* *stephen.davenport@coventry.anglican.org* *for a hard copy.**The Diocesan Director of Ordinands and authorised officers of the Coventry Diocese Ministry & Leadership Team will use this and any other personal information, supplied by you and your referees, to discern your vocation to authorised ministry in the Church of England. Where appropriate, it will be used to enable you to be assessed through the National Shared Discernment Process or a Diocesan Lay Ministry Panel and, if I you are recommended for training, to assist in making arrangements for your training and financial support.  The DDO will share your information as necessary with only those involved in the discernment and selection of clergy and Licensed Lay Ministers. This may include the Mission & Discipleship Administrator, Diocesan Director of Ordinands, Associate DDO team, Discernment Advisers team, Diocesan Bishop and their office, Sponsoring Bishop and their office, Safeguarding officers, National Ministry Team, Diocesan Counsellor (for Assessment for Psychological Wellbeing), and any training institution to which you apply.**The Diocesan Director of Ordinands and authorised officers of the Coventry Diocese Ministry & Leadership Team will hold all information pertinent only to preparation for the Stage 1 and Stage 2 Assessments up to the outcome of that Panel being notified to you in writing.  All information which continues to be necessary and relevant will be retained until the completion of training, upon which it will be passed to the Diocesan Bishop at the commencement of curacy or licensed lay ministry.  All documents which cease to be relevant will be destroyed or archived in accordance with current Church of England guidelines on the retention and destruction of personal files.**You are entitled to opt out of this process at any time and can do so by emailing* *vocation@coventry.anglican.org**. You should be aware that by doing so it will no longer be possible for the Diocesan Director of Ordinands and teams to support you in discerning your vocation to ministry.  If at any time you are dissatisfied with the way your data is handled you can contact the Information Commissioner.****I agree that the Diocesan Director of Ordinands and authorised officers of the Diocesan Ministry & Leadership Team may use my personal information as described above until such a time that I withdraw my consent.*** |
| **candidate signature** |  |
|  |  |
| **dated** |  |

**notes**

1. **Divorce and remarriage**Those who feel a call to ordination who have been divorced and remarried (or whose current spouses have been divorced) should be aware that the Church of England requires investigation into the circumstances of their previous relationship. This must be done before attending a Stage 2 Panel and we realise this can be a difficult process for some. In addition, the Archbishop’s Office requires that the new marriage is stable and established which usually means that it should be at least 3 years old before attending a Stage 2 Panel. The candidate may wish to contact Mark Norris (mark.norris@coventry.anglican.org or 024 7652 1303) if they would like to discuss the implications for them. No such requirement exists for Licensed Lay Ministry.
2. **Disability**You’re disabled under the Equality Act 2010 if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities. Our reason for asking for this information is to assist us in supporting candidates who are from under-represented groups in authorised ministry in the Church of England. These groups include, amongst others, those who have a disability. The church may be able to offer extra support for candidates who are disabled. We will work with you to provide any necessary support.
3. **Bankruptcy**

You do not *have to* declare discharged bankruptcy, but it would be helpful to do so at this stage, as finances are one of the areas covered in detail further in the vocation process (for ordination). It *is* necessary to declare any undischarged bankruptcy.

1. **Residence overseas**

If you have lived overseas for 6 months or more in the last 10 years then it may be necessary for international safeguarding checks to be carried out. These can take substantially longer than the domestic UK DBS checking process. Therefore it is helpful for us to know at the beginning of the process in order to initiate the process as soon as possible.

1. **Bereavement**Pursuing a vocation can be a costly experience, both emotionally and spiritually. We therefore do not recommend that anyone begins the process of exploration who has, in the last 2 years, undergone a significant bereavement, whether the loss of a close family member or friend or, in some cases, a serious injury, retirement or redundancy. The candidate may wish to contact Mark Norris (mark.norris@coventry.anglican.org or 024 7652 1303) if they would like to discuss their circumstances before proceeding.
2. **Neurodiversity, Dyslexia or other learning difficulties**

If a candidate has any form of neurodiversity or learning difficulty it is helpful to declare this early in the process, so that reasonable adjustments to it can be made to accommodate them.