



## Chelmsford Diocesan Board of Finance

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### Information for Candidates – Completing the Application Form

Thank you for taking the time to apply for employment with the Chelmsford Diocesan Board of Finance (CDBF). Before completing your application, please take the time to read these notes carefully before completing the online application form.

The purpose of completing the application form is to enable you to be short listed for interview. Completed application forms are matched against the requirements set out in the person specification to create a shortlist. It is very important that you complete the application form in full and to the best of your ability. We will not make assumptions about your abilities/ knowledge of the situation/context you are writing about, so please clearly state this.

Please note that we do not accept curriculum vitae (CVs) unless specifically requested on the website and/or advert.

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1. The Diocese of Chelmsford is the Church of England in East London and Essex. The Chelmsford Diocesan Board of Finance (CDBF) is a company, and registered charity, that manages the business and operational affairs of the diocese, including matters relating to Finance, Property, Communications and Media, Safeguarding, Governance, Human Resources, Information Technology and Data Management, as well as Mission and Ministry which deals with training and supporting our clergy. We aim to serve our parishes and churches, worshipping communities and church schools with accountability and responsibility.

You may find it helpful to learn more about [the Diocese](#) and [Church of England](#) by conducting your own research or visiting the relevant websites. Our Diocesan values, Travelling Well Together can be found [here](#).

2. All our vacancies are advertised with a job description, person specification and terms and conditions document. Please read this information thoroughly.
3. You should study the job pack carefully before completing your application, whether you are shortlisted or not will depend on how well you have demonstrated that you meet the criteria listed. Please try to avoid using acronyms as we may not know what they mean.
4. The essential criteria are key to the role and are listed in the person specification. Section five of the application form asks you to provide a supporting statement, the purpose of this statement is for you to evidence how you meet the criteria for the role. You should write about relevant examples from either your current or previous job, community or voluntary work that you undertake.
5. If you think you also meet the desirable criteria, make reference to this and give examples where possible.



6. It may be helpful to do a rough draft of the application form first, and then go back and review it to ensure it reads well and to avoid making mistakes or repeating yourself. Make sure that you have completed all sections of the application form.
7. Remember to consider relevant skills and experience acquired outside of paid work, e.g. gained from community work/volunteering or through interests and hobbies.
8. Start your application with your current or most recent job and work backwards through your employment history. Check that all dates correlate and that if you have any gaps that they have been addressed in the appropriate place on the form.
9. You can find information about our employee benefits with each of our job adverts. Our benefits cover flexible and hybrid working, a generous annual leave allowance, pension provision and an employee assistance programme.
10. The Chelmsford Diocesan Board of Finance (CDBF) will process your data in accordance with the principles set out in our [Privacy Notice](#).
11. If you have a disability which is covered by the Equality Act 2010, please provide this information on your application form (under section one). Please do let us know if you require any adjustments and what these might be.
12. If you need the application form in a different format, please contact the HR Team via email at [HR@chelmsford.anglican.org](mailto:HR@chelmsford.anglican.org) or on 01245 294428 to discuss your requirements.
13. Please complete this application form electronically and return as a Word document to [jobs@chelmsford.anglican.org](mailto:jobs@chelmsford.anglican.org).
14. If you would like an informal chat about the vacancy, the relevant contact details will be included with the advert.

*We wish you every success with your application and thank you for your interest in our Diocese.*