

DIOCESE OF EDINBURGH

APPLICATION FORM

Application for the post of

Rector, St Andrew's, Kelso

SECTION I

Surname

Christian names

Address

Home telephone number

Mobile number

E-mail

Ordained deacon in the Diocese of

In (year)

Ordained priest in the Diocese of

In (year)

Do you hold a full, clean driving
licence?

SECTION 2 – PRESENT APPOINTMENT

What is your present appointment? Please give the date you started and a brief outline of the work.

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SECTION 3 – PRE-ORDINATION

Please give details, with dates, **most recent first**

a) Further or higher education (including theological college or course).

Please give qualification obtained with class if degree.

From	To	College, course etc

b) Other professional/practical qualifications obtained (eg teaching, social work, further study).

From	To	Qualification/ experience

c) Career before ordination – please give a brief indication, with dates, of the nature of the work and responsibilities.

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SECTION 4 – MINISTRY SINCE ORDINATION

a) Posts held since ordination (full and part-time not including present appointment).

Please list these, with separate entries for posts held concurrently (eg chaplaincies etc). Please indicate major features of charge/parish(eg type of area, team ministry, ecumenical).

From	To	Post and description

b) Responsibilities in the wider Church

Please indicate tasks undertaken for the wider Church, eg synodical responsibilities at any level, diocesan committees and working parties served on, ecumenical involvement, or work for a Church voluntary organisation, and how you contributed to progressing their agendas.

From	To	Description

c) Continuing ministerial education and development

Please list training courses attended and development activities undertaken in the last 5 years. Include courses and activities both inside and outside the Church.

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d) Any publications

e) Theological and ecclesiological

What theological traditions have shaped your ministry and with which do you feel most at ease today?

SECTION 5 – COMMUNITY AND OTHER INTERESTS

a) Responsibilities in the community

Please indicate your responsibilities in the community, eg school governor, political or community service. What did you accomplish?

b) Other areas of interest

Please indicate your involvement in special areas of concern, eg particular issues in contemporary life, international matters, academic or artistic interests. How have these contributed to your ministry?

c) Other interests

Please indicate other recreational interests.

SECTION 6 – PERSONAL STATEMENT

Please state your reasons for applying for this post. What you write and how you write it will help those making the appointment build up a picture of you. **You are asked to outline how you meet each of the selection criteria** (see the rector profile), drawing on gifts, skills, knowledge and experience from your previous career, both before and after ordination, responsibilities held and relevant interests. You will want to give an indication of your experience in enabling the spiritual development of others; in the ministry of teaching and theological education; in pastoral ministry; in mission and the outreach ministry of the Church; in the institutional life of the Church; in management and an indication of your style of leadership. You will also want to set out your thoughts about how you will take forward some of the challenges and issues set out in the rector profile and about how this post might fit with your own journey of progression in and development of ministry.

PERSONAL STATEMENT – CONTINUED

SECTION 7 – OTHER INFORMATION

Is there any other information which you consider we should be aware of in connection with your application?

SECTION 8 – CONFIDENTIAL

This section will be removed by the person administering the application process and will only be made available to the chair of the interview panel and the bishop.

If you are appointed to the post you will be asked to provide information about you and your family so you can receive appropriate pastoral care.

References:

Please give names, occupations and addresses (including e-mail if possible) of two persons to whom reference can be made. At least one should be clerical (not the bishop as her/his reference is sought as a matter of course) and one from a senior lay person – for example a current churchwarden or head teacher of the local school. Referees should have a detailed up-to-date knowledge of your work. Please obtain their permission. If you are a team vicar, priest-in-charge of a daughter church or assistant curate, you should give your team rector's or incumbent's name as a reference.

We expect to take up references after interview in the event of your being conditionally offered appointment.

Health:

Please specify any special access requirements you may have in order to attend interview eg wheelchair access.

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Do you have any health related condition that would affect your ability to carry out functions that are intrinsic to the post? (See person specification for details.)

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SECTION 8 – CONFIDENTIAL INFORMATION CONTINUED

Where did you hear of this post?

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I consent to the processing by the Diocese of Edinburgh and by the Charge in respect of which this application is made of the information contained in this form for any purpose in connection with my ministry or prospective ministry in the Scottish Episcopal Church or the administration of church affairs. I confirm that I am eligible to work in the United Kingdom.

I certify the information given in this application is correct.

Submission of this form by electronically will be deemed to constitute the giving of the foregoing consent, confirmation and certification by the applicant.

Signature

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Date

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NOTES:

It is important that this application form is completed by applicants. A Curriculum Vitae is not an acceptable substitute. If it is completed and submitted electronically a signed copy should also be sent by post. Please use black ink on hard copies of the form.

A confidential reference will also be requested from your diocesan bishop in addition to other references. The Data Protection Act of 1998 applies to all references and commendations.

Candidates who have served at any point in the Church of England will be asked for their consent to Lambeth Palace being approached for disclosure of any entry on the Archbishops' List in the Church of England.

Short listed candidates will be required to complete a Caring for the Vulnerable Declaration form. It is Scottish Episcopal Church policy to apply for an enhanced disclosure check and appointment will be subject to a satisfactory check and PVG (Protection of Vulnerable Groups) Scheme Membership.

The priest is regarded as a charity trustee for the Charge under Scottish Charity legislation and will therefore be asked to sign a declaration confirming that he or she is not disqualified from so acting and an HM Revenue and Customs Declaration confirming that he or she is a 'fit and proper person'. Copies of such declarations are available at <http://vestryresources.scotland.anglican.org/vestry-responsibilities-governance-accounting-and-charity-matters/>

Travelling expenses and subsistence allowance will be allowed to candidates selected for interview.

Closing date
for applications

Friday
29 May 2026

Please return
to:

Interviews will
be held on

Saturday
27 June 2026
4 July 2026

The Very Revd Frances Burberry
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