



# WESTCOTT HOUSE

## Confidential - Application for Admission to Westcott House (Ordinands, including Diocese of Europe)

- (1) Tick
- MR
- MRS
- MISS
- MS
- DR
- OTHER
- .....

|                                 |               |                            |
|---------------------------------|---------------|----------------------------|
| SURNAME                         |               | Initials                   |
| PREVIOUS SURNAME (if different) |               | AGE                        |
| FORENAME(S)                     | All forenames | The name you prefer to use |

- (2) ADDRESS FOR COMMUNICATIONS  
If appropriate indicate dates for contact (please inform us of any change at once)

|           |                        |
|-----------|------------------------|
| PERMANENT | PRESENT (if different) |
| Postcode  | Postcode               |

Telephone number

|         |        |
|---------|--------|
| DAY     | MOBILE |
| EVENING |        |

Email address

|  |
|--|
|  |
|--|

- (3) DATES (DD/MM/YY)

|                    |         |              |
|--------------------|---------|--------------|
| BIRTH              | BAPTISM | CONFIRMATION |
| PRESENT OCCUPATION |         |              |

- (4) NATIONALITY

|                                 |  |
|---------------------------------|--|
| COUNTRY OF NATIONALITY:         |  |
| COUNTRY OF PERMANENT RESIDENCE: |  |
| COUNTRY OF BIRTH:               |  |

- (5) RESIDENTIAL STATUS (TICK ONE)

|  |  |
|--|--|
| UK national:   |  |
| Overseas/Other:  |  |
| Indefinite Leave to enter/remain in UK, or right of abode: |  |

|   |     |    |
|---|-----|----|
| Have you been permanently resident in the UK for the last 3 years for other than educational reasons? | YES | NO |
|---|-----|----|

- If you are a UK national and have not been permanently resident in the UK for the past three years, your reply should be 'No'.
- If you are a non-UK national and have been permanently resident in the UK for the past three years BUT were here for the main purpose of studying, your reply should be 'No'.
- If you are a non-UK national and have been permanently resident in the UK for the past three years but were NOT here for the main purpose of studying, your reply should be 'Yes'.

|   |            |           |
|---|------------|-----------|
| Do you require a visa to study in the UK? | <b>YES</b> | <b>NO</b> |
|---|------------|-----------|

|                                      |  |
|--------------------------------------|--|
| Current UK visa status if applicable |  |
|--------------------------------------|--|

*Students who are not UK citizens may require a visa to study in the UK. This is a separate application process that will be initiated by the Cambridge Theological Federation upon condition of acceptance through them to a Durham Common Awards programme. ALL applicants must present a passport at interview as proof of identity. Non-UK applicants should provide an officially notarised copy of their current passport with their application.*

(6)  
MARITAL STATUS

|  |            |
|--|------------|
| Single / Engaged / Married / Civil Partnership / Separated / Divorced / Widowed (please state) |            |
| IF MARRIED, DATE OF MARRIAGE   |            |
| SPOUSE'S NAME  | OCCUPATION |
| CHILDREN'S NAMES AND DATES OF BIRTH  |            |

(7) NEXT OF KIN

|                                     |                  |
|-------------------------------------|------------------|
| NEXT OF KIN AND CONTACT INFORMATION |                  |
| NAME                                | RELATION TO YOU  |
| ADDRESS                             | Telephone Number |
| Postcode                            | Email Address    |

(8) DIOCESE

|   |                             |
|---|-----------------------------|
| SPONSORING DIOCESE  | HOME DIOCESE (if different) |
| NAME OF DIOCESAN DIRECTOR OF ORDINANDS (DDO)  |                             |
| CONTACT EMAIL FOR DDO   |                             |
| Please note: you will only be offered an interview for admission if you have your DDO's permission.<br>We welcome candidates at an earlier stage in the discernment process for an informal conversation. |                             |
| PARISH CHURCH YOU USUALLY ATTEND  |                             |
| DATE OF BISHOP'S ADVISORY PANEL   |                             |
| Please indicate whether you have been recommended for training: Yes <input type="checkbox"/> No <input type="checkbox"/>  |                             |

(9) SECONDARY EDUCATION

Give details of any courses you have undertaken at school and since leaving school, eg. GCEs, GCSEs, HNC, Dip HE etc. List in chronological order, starting with the earliest dates.

| DATES<br>From | To | NAME AND TYPE OF<br>SCHOOL or OTHER<br>PLACE OF EDUCATION | DATE | EXAM. | SUBJECTS STUDIED | PASS /<br>FAIL | GRADE |
|---------------|----|---|------|-------|------------------|----------------|-------|
|               |    |   |      |       |                  |                |       |

(10) FIRST DEGREE QUALIFICATIONS

Please send copies of your transcripts along with your application.

| DATES<br>From | To | UNIVERSITY, COLLEGE<br>ETC | SUBJECTS STUDIED | FULL TITLE OF<br>DEGREE | DATE AWARDED /<br>EXPECTED |
|---------------|----|----------------------------|------------------|-------------------------|----------------------------|
|               |    |                            |                  |                         |                            |
|               |    |                            |                  | CLASS and<br>DIVISION   |                            |

(11) POSTGRADUATE STUDY

Please send copies of your transcripts along with your application.

| DATES<br>From | To | UNIVERSITY, COLLEGE<br>ETC | DETAILS OF POST-GRADUATE QUALIFICATIONS (Grades if<br>applicable) |
|---------------|----|----------------------------|---|
|               |    |                            |   |

(12) PROFESSIONAL QUALIFICATIONS

| DATES<br>From | To | QUALIFICATION | AWARDING BODY | DATE | RESULTS (Grade if<br>applicable) |
|---------------|----|---------------|---------------|------|----------------------------------|
|               |    |               |               |      |                                  |

(13) CHRISTIAN EDUCATION

Give details of any courses of lay training or study of Christian faith that you have undertaken, eg: Bishop's Certificate. Theology degrees should be included at questions 7 or 8.

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(14) EMPLOYMENT SINCE LEAVING FULL-TIME EDUCATION

List in reverse chronological order, starting with the most recent.

| DATES |    | NAME, LOCATION AND BUSINESS OF EMPLOYER (if applicable) | POSITION HELD AND RESPONSIBILITIES (with reason for leaving) |
|-------|----|---|--|
| From  | To |   |  |
|       |    |   |  |

(15) LEISURE INTERESTS AND HOBBIES

What are your main leisure interests and hobbies? What attracts you to them?

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(16) CHURCH INVOLVEMENT AND EXPERIENCE

Give details of churches where you have worshipped regularly.

List them in reverse chronological order, starting with your current place of worship

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(17) FINANCIAL

Please indicate how you expect your training to be funded:

If you are married, please state what arrangements have been made with your diocese for the maintenance of your family during training:

Have you ever been bankrupt or insolvent, or made composition or arrangement with creditors, or have your affairs ever been in liquidation?    Yes     No

(18) PERSONAL STATEMENT: Why have you applied to Westcott House?

(19) FOCUS OF MINISTRY: What do you believe will be the main elements in your future ministry? (eg pioneer, parish (rural/urban/suburban etc), chaplaincy, theological education, etc; a sentence or two is sufficient).

(20) ORDAINED PIONEER MINISTRY

Have you been recommended for, or are you seeking recommendation for, Ordained Pioneer Ministry?

Yes  No

If YES, please give the date of your Pioneer Panel:

(21) CONTEXT-BASED PATHWAY

To support making connections between theory and practice, where an academic pathway permits it, students are encouraged to take up the option of spending additional time in their parish attachment, combined with an afternoon of group theological reflection. This intensive context-based pathway, known as PC3 because of its emphasis on Participation in ministry and mission, Classroom learning, immersion in a Context and learning in a Community, sets out to explore our everyday contextual learning.

I would like to discuss how the context-based pathway might fit with my academic pathway when I come to interview.

Yes  No

(22) REFERENCES: Please provide the names and contact details of two persons who can provide confidential references, preferably one in holy orders and the other lay. It is helpful if one can comment on your educational experience. **Please note:** if you are offered a place at Westcott, you may need to make a further application to the relevant University for an academic award. You may need to provide additional references for particular academic pathways.

**Your DDO is contacted automatically and should not be one of these referees.**

**Please check that your referees are happy to undertake this task and are able to respond to requests.**

|                  |                      |                       |
|------------------|----------------------|-----------------------|
| Address          | VOCATIONAL REFERENCE | EDUCATIONAL REFERENCE |
|                  | Postcode             | Postcode              |
| Telephone number |                      |                       |
| Email address    |                      |                       |

Signed ..... Date .....

The completed form should be returned **by email** to:

**Tracey Walton  
General Administrator**

[admissions@westcott.cam.ac.uk](mailto:admissions@westcott.cam.ac.uk)

**Westcott House, Jesus Lane, Cambridge CB5 8BP**

**+44 (0) 1223 741000**

**Please do not hesitate to contact us if you need further assistance.**

## DECLARATIONS

'I am happy for the information provided to be shared as appropriate with staff, and student hosts as part of the interview process. This includes the following information being shared as part of a schedule for the day: name, BAP date, Diocese, age, marital status (including spouse or partner name, and children's names and ages if attending), intended pathway, current occupation, current church, overnight accommodation, meals and dietary information, and any reasonable adjustments requested.'

**Please state 'YES' or 'NO' to agree or disagree with this declaration:**

It is likely in your application that you will have provided information that is considered to be special category personal data (e.g. your religious beliefs, special dietary requirements). We are required to have your explicit consent to process this category of data.

**Do we have your consent for this? (Please state 'YES' or 'NO')**

Westcott House needs to process certain information about its employees, students and other people to allow it to monitor academic and employment history, performance, achievements, equality and diversity, and health and safety. It is also necessary to process information so that courses can be organized in conjunction with the Cambridge Theological Federation, the University of Cambridge and Anglia Ruskin University; and in order that the College can meet its obligations to sponsoring Bishops.

To comply with the law, personal information (as defined by the Data Protection Act) must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. Some information needs to be handled with special care: details of ethnic group; religion; disability or health issues; political beliefs, are all examples of what the Data Protection legislation describes as Sensitive Data. Sensitive Data is subject to special legal constraints. The College must comply with the Data Protection principles which are set out in the Data Protection Act 1998. In summary, these state that personal data shall:

Be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met.

Be obtained for a specific and lawful purpose and shall not be processed in any manner incompatible with that purpose.

Be adequate, relevant and not excessive for those purposes.

Be accurate and kept up to date.

Not be kept for longer than is necessary for that purpose.

Be processed in accordance with the data subject's rights.

Be kept safe from unauthorized access, accidental loss or destruction.

Not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

The College or members of the College or others who process or use any personal information must ensure that they follow these principles at all times.