**Vocations**

**The Diocese of Southwark**

The South London Church Fund and Southwark Diocesan Board of Finance is a company limited by guarantee (No 236594).

Registered Office: Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW. Charity No 249678.

Company Secretary: Ruth Martin



**The Diocese of**

**Southwark**

**ADO Pre-Stage 1 Form**

**Please complete this form and return it to Sue Stewart when you are beginning to consider booking in a candidate for a Stage 1 Panel. Sue’s email address is:**

[**sue.stewart@southwark.anglican.org**](mailto:sue.stewart@southwark.anglican.org)**.**

**If you have not already done so, please send your candidate’s CV to Sue along with this form.**

**Sue will then return this form to you confirming whether we hold the information needed for you to complete the ADO section on the Stage 1 Form.**

**It is important that you do not submit the Stage 1 booking form until Sue has returned this form to you with page 2 completed.**

**Thank you.**

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| **ADO’s name:** |  |
| **Candidate’s Name:** |  |
| **Candidate’s Episcopal Area:** |  |

**To be completed by the ADO:**

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| --- | --- |
| Has the Candidate provided the Diocese with a full CV, details of any experience of work with children, young people and vulnerable adults, and an explanation of any gaps in employment as required in the Safeguarding Guidelines Relating to Safer Recruitment? | Choose an item |
| Are you satisfied that the CV discloses and explains any gaps in the candidate’s employment or studies? | Choose an item |
| Does the candidate need an overseas safeguarding check? (Only required if the candidate has lived abroad for six or more consecutive months in the last ten years. Check the DDO mailing (May 2021) on the Vocations webpage for more details.) | Choose an item |

**To be completed by Sue Stewart:**

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| Have you received a copy of the Candidate’s Confidential Declaration – Protection of Children, Young People and Vulnerable Adults Form? | Choose an item |
| Have you seen a copy of the Candidate's DBS Enhanced Disclosure Certificate with barring information, issued for the Candidate as a potential ordinand? | Choose an item |
| If applicable, has Overseas Safeguarding Check been completed? | Choose an item |
| Has the Candidate undertaken Safeguarding training at Basic level? | Choose an item |
| Has the Candidate undertaken Safeguarding training at Foundation level? | Choose an item |