

LIVERPOOL ARCHDIOCESAN CENTRE FOR EVANGELISATION

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Dear Prospective candidate

Important advice regarding faith references

(If you are unable to obtain a faith reference please provide an additional referee.)

As you are aware the person specification for the post to which you are making an application states that you are asked to provide a 'positive and supportive faith reference from a priest where you *regularly* worship.'

At a time when priests are increasingly assuming responsibility for larger pastoral areas it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references.

1. Speak to the priest before completing your application and ask if he agrees to your including him as a referee.
2. Provide him with an outline of
 - your current involvement in parish life e.g Eucharistic minister, reader etc (it may be that currently you are not heavily involved in parish life due to other commitments)
 - your present post – school, areas of responsibility
 - the post to which you are applying – name of school, post etc

By following the above advice you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.