

Diocese of Elphin

Application Form for Diaconal Formation

This form asks you for some basic information which will inform those involved with the selection process about your personal history, education, employment and membership of the Church. In addition, you will be given the opportunity to tell us, in the form of a written statement of your vocational journey, something about your life to date and also about your sense of vocation and understanding of the permanent diaconate.

Please note carefully the following points:

- 1) Please write or type clearly in black ink so that the form can be copied.
- 2) Please ensure that you have read carefully and understood the notes accompanying this form before you start to fill it in.
- 3) All questions must be answered accurately and completely.
- 4) Please enclose four passport-style photographs of yourself and originals of your birth, baptismal and confirmation certificates together (where applicable) with your original marriage certificate, proof of dissolution/nullity of any previous marriage and of the death of any previous wife.
- 5) Please include originals of academic and professional qualifications.
- 6) If married, please enclose a letter from your wife expressly consenting to your application for diaconal formation. A pro forma letter of consent is enclosed.
- 7) Please ensure that you have signed and dated the form, having carefully read the declaration.
- 8) The completed form, your written statement, certificates and other documents should be sent by secure means to Rev. Dr. Michael Duignan, Director of Diaconal Formation, Diocesan Offices, St. Mary's, Temple St., Sligo (original certificates will be copied and returned).
- 9) If you find that there is insufficient space for your answer to a question, please continue on a separate sheet of paper (quoting the question number).

Check Box (<i>Have you included?</i>)			
Birth certificate	<input type="checkbox"/>	Wife's written consent	<input type="checkbox"/>
Baptism certificate	<input type="checkbox"/>	Written statement of vocational journey	<input type="checkbox"/>
Confirmation certificate	<input type="checkbox"/>	Photographs (x4)	<input type="checkbox"/>
Marriage certificate and proof of dissolution / annulment / death	<input type="checkbox"/>	Proof of academic / professional qualifications	<input type="checkbox"/>

Section 1: Personal Details

Surname: _____

Christian names: _____

Title: _____

Have you ever been known by any other name? If so, please provide details.

Place and date of birth: _____

Nationality: _____

Marital Status: _____

Please note that you are asked to produce your birth certificate.

Address: _____

Telephone: _____

Mobile: _____

E-mail: _____

Section 2: Family Details

Please complete as applicable.

Wife

Christian Name: _____

Place and date of birth: _____

Maiden Name: _____

Occupation: _____

Religion: _____

(If received into the Catholic Church from another denomination please state.)

_____.

Children or Dependents

Christian Names

Dates of Birth

Next-of-Kin (for unmarried applications)

Name: _____

Relationship to applicant: _____

Address: _____

Section 3: Secondary Education

Names and addresses of all secondary schools and colleges attended.

Names & Address	Dates Attended

Secondary School Qualifications

Subject	Level	Year	Grade

Section 4: Further and Higher Education

Please note that you are asked to provide proof of academic qualifications.

Name & address of education establishment attended	Dates	Subjects	Type of Qualification	Result

Section 5: Professional Qualifications

Please note that you are asked to provide proof of professional qualifications.

Details of Professional Qualifications		
Name of Professional Body	Qualification	Dates

Section 6: Employment

From:	To:	Name & address of employer	Position held & nature of work	Reason for leaving

Section 7: Time not accounted for

If there are any periods of time not accounted for in Sections 4, 5 and 6 above, please give details here:

Section 8: Interests, skills and positions of responsibility

Please give details of your main interests and hobbies:

Please give details of any activities in which you have been involved and any positions of responsibility you have held which you feel would help us know more about you:

Please list any particular skills or abilities you have. (You may wish to include things such as driving, computer literacy, musical or artistic gifts and theological or spiritual courses attended):

Section 9: Christian Vocation

Baptism

Date of baptism: _____

Denomination of baptism: _____

Name and address of church
/ place of baptism: _____

Please note that you are asked to provide recent proof of baptism. This can normally be obtained by writing to the church where the baptism took place. If for some reason this is not possible, please consult the Diocesan Director for the Permanent Diaconate for guidance.

Reception into the Catholic Church (if applicable)

Date of reception: _____

Name and address of parish: _____

Please note that you are asked to provide recent proof of reception. This can normally be obtained by writing to the church where the reception took place. If for some reason this is not possible, please consult the Diocesan Director for the Permanent Diaconate for guidance.

Confirmation

Date of confirmation: _____

Name and address of parish: _____

Please note that you are asked to provide proof of confirmation.

Marriage / Partnership

Have you ever been through any form of civil or religious marriage?

Yes / No

If "Yes" please give details below:

Date of marriage: _____

Place of marriage: _____

Have you or your wife been married before, even civilly?

Yes / No

If "Yes" to whom?

Place(s) and date(s): _____

How was it / were they dissolved? _____

Court(s) and date(s) of decrees absolute: _____

Please note that you are asked to provide proof of marriage and of the dissolution/nullification of any previous marriage and of the death or any previous wife.

Partnership

Have you ever lived with another person in an on-going relationship (other than above)?

Yes / No

If "Yes" please give details:

Previous applications for the ordained ministry or religious life

Have you ever applied to be accepted as a candidate for the permanent diaconate, priesthood, religious life or a secular institute in the Catholic Church, or any other church community?

Yes / No

If “Yes” please give full details, including whether the application was successful, how long you spent in formation and also the reason for leaving. *(Please note that we will need a reference from the house of formation, diocese or religious community to which you belonged).*

Section 10: Parish Community

Name and address of the parish where you currently live:

How long have you been a member of the parish?: _____

Is this the parish you normally attend?

Yes / No

Have you ever suffered from a major illness, chronic condition or serious allergy?

Yes / No

During the past five years have you lost time from work or education as a result of illness?

Yes / No

If the answer to any of the above is “Yes”, please give details below:

Please note that you will be required to undergo a medical examination and a psychological assessment as part of the selection process.

Section 12: Written statement of Vocational Journey

In your own words, please tell us about yourself, your family and background, and the important influences in your life. Please give us your view of the permanent diaconate and the ministry to which you feel yourself called with some indication of how you see the ministry being fulfilled in practical terms. Please also tell us why you feel that ordination is necessary for the work you foresee and how your sense of vocation seems to be different from your vocation as a committed layman. In other words, what brings you to the point in your faith life where you are putting yourself forward for the permanent diaconate?

Your essay should be NO LONGER THAN 1500 WORDS.

Section 13: Life as a permanent deacon

Having discussed the matter with your parish priest, do you believe that, in terms of the time required to be devoted to the ministry, the permanent diaconate will be compatible with your existing and reasonably foreseeable and professional commitments?

Does your wife give her full support to your application for formation as a permanent deacon and to your potential ordination as a permanent deacon?

Yes / No

(Please note that we need you wife to confirm this to us in writing. A pro forma letter is enclosed.)

In the event of your wife's death, are you willing to remain unmarried, accepting the Church's discipline of celibacy?

Yes / No

(Please note that you will be required to make a declaration to that effect before ordination.)

If unmarried, have you considered fully and are you willing to accept the Church's discipline of celibacy?

Yes / No

(Please note that you will be required to give a commitment to to celibacy at ordination.)

Have you discussed your interest in the permanent diaconate with your employer (if any)?

Yes / No

If so, what is their reaction? If not, why not?

To the best of your knowledge, will you be able to be financially independent as a permanent deacon?

Yes / No

Please comment:

Are you likely to continue to live at the address at which you presently live?

Yes / No

If "No", please explain.

Section 14: Other Details

Have you ever been convicted of any offence (other than a road traffic offence that did not result in imprisonment) or had any order made against you by a civil, criminal or military court or public authority?

Yes / No

Are you aware of any irregularities in your life which would prevent you from being able to receive Holy Orders, as defined in Canon 1041? *(Please see notes attached).*

Yes / No

Is there any other information, not asked for elsewhere in this form, which you think it would be relevant or helpful for us to know?

Yes / No

If the answer to any of these questions is "Yes", please give details on a separate sheet of paper?

Section 15: References

Please provide below the name and address of your parish priest. Please would you also give the names and addresses of two people whom we may approach for character references; such persons should be independent and should not be personal friends or relations. If you are currently in work, we would like to contact your employer for a reference unless you persuade us that this would not be appropriate; so you should please give the name and address of someone at your employer whom we may contact for a reference. If you are self-employed, please give the name of an appropriate professional colleague or associate whom we may approach for a reference. If you have previously attended a seminary or house of

formation, we shall need a reference from them; please would you give the name and address of someone there whom we may approach for a reference.

Parish priest

Name: _____

Address: _____

Telephone: _____

Mobile: _____

E-mail: _____

Character (1)

Name: _____

Address: _____

Telephone: _____

Mobile: _____

E-mail: _____

Character (2)

Name: _____

Address: _____

Telephone: _____

Mobile: _____

E-mail: _____

Employer / professional colleague: may we contact immediately? Yes / No

Name: _____

Address: _____

Telephone: _____

Mobile: _____

E-mail: _____

Seminary / House of Formation (if applicable):

Name: _____

Address: _____

Telephone: _____

Mobile: _____

E-mail: _____

Section 16: Declaration

I declare that, to the best of my knowledge and belief, the information contained in this form is accurate, complete and not misleading. I agree that the Bishop of Elphin, to whom I am applying (or his agents) may make any enquiries they see fit to establish my suitability for diaconal formation, including (without limitation) an “enhanced check” with the Garda Central Vetting Unit. I have read, understood and accept the notes accompanying this form. I understand that the diocese will require me to undertake a medical examination and a psychological assessment and that I am expected to make the resulting reports available to the diocesan bishop and his agents. I understand that, if it comes to light that any statement I have made in this form is false, misleading or incomplete, my application may be rejected or, if my diaconal formation has begun, I may have to withdraw from it. I understand that any relevant information which becomes available at a later date may be considered by the diocesan bishop.

Signature: _____

Date: _____