



## How to apply

**This leaflet outlines the application process to become an officer or a territorial envoy.**

The length of time an application takes will vary for each person. Within each division, the DLLD/DOLD are responsible for the process, supported by the ACO.

The DCB meet regularly, to assess your application and decide if it is appropriate to move your application on to further stages. Throughout the process you will have a number of interviews.

**ACO**  
Area Candidates Officer

**CO**  
Corps Officer

**DCB**  
Divisional Candidates Board

**DLLD/DOLD**  
Divisional Leader for Leader Development /  
Divisional Officer for Leader Development

**SO**  
Sponsoring Officer

**ORB**  
Officer Review Board

**TCC**  
Territorial Candidates Council

**TEB**  
Territorial Envoy Board

**WBC**  
William Booth College



### Candidates Unit

William Booth College, Champion Park,  
Denmark Hill, London, SE5 8BQ

**Phone:** 020 7326 2820

**Email:** [vocation@salvationarmy.org.uk](mailto:vocation@salvationarmy.org.uk)

[www.salvationarmy.org.uk/  
william-booth-college-candidates](http://www.salvationarmy.org.uk/william-booth-college-candidates)

 [www.facebook.com/candidatesunit](https://www.facebook.com/candidatesunit)

## Officers and Territorial Envoys

A summary of the  
application process



The Salvation Army is a Church and registered Charity in England and Wales (214779), Scotland (SC009359) and the Republic of Ireland (CHY6399)

**Explore Inspire Discover Lead**



## Interest Stage

### ➔ First step

If you are considering becoming an officer or territorial envoy, the first step is to talk with your CO. If you are sure that you want to apply, your CO will notify the DLLD/DOLD.

### ➔ Self-assessment Form

This is available from the DLLD/DOLD. This is solely for you and is not required to be seen by anyone else.



### Prayer

Take time to prayerfully consider whether or not you intend to continue. Your CO and the self-assessment form can help you with this.

### ➔ Divisional Candidates Board

The DCB also determines whether or not to proceed with your application.

### ➔ Officer Review Board

Please be aware that if you are divorced, or you are married but you are the only partner applying (a one spouse officer/territorial envoy), the ORB/TEB will review this before your application begins.

### ➔ Application and Commitment Form

If you wish to continue with your application, then this form is completed. Forms are available from, and returned to, the DLLD/DOLD.

### ➔ Home Interview

You are interviewed in your home by member(s) from the DCB. If you are married and you are both applying, each partner is interviewed separately.



## Application Stage

### ➔ Sponsoring officer

You are assigned a SO. Their role is to support, guide and challenge you during this process and they are required to complete a number of forms. You meet regularly with your SO – at least four times before the Assessment Conference.

### ➔ Family interview

There is a family or household interview. This happens if you are married but you are the only one applying (one spouse applicant) or if you have children living with you.

### ➔ References

Phone references are taken from the referees on your application form.

### ➔ Medical and psychological assessment

You are required to complete a medical and psychological assessment.



## Development

### ➔ Ongoing development

This can be worked on continuously throughout the application process.

### ➔ Development plan

Take time to reflect on the areas you need to develop. Create a development plan with your SO and DLLD/DOLD.

It is recommended that you keep a record of any activities and learning you have done towards your ongoing development. You may find the book Towards Spiritual Leadership helpful; it is available from DHQ.



## Assessment Conference

This is a residential weekend conference at WBC.

### ➔ William Booth College

There is opportunity to tour the campus, along with interviews with the Training Programme Director and Spiritual Programme Director.

### ➔ Assessment

You are assessed by a team of five people who are looking for a clear calling from God and potential to fulfil the role of an officer/territorial envoy.

There are various assessment tasks:

- 'This is me' five-minute presentation
- Panel and individual interviews
- A pastoral scenario role play
- Delivery of a sermon
- An administration task
- Officer applicants will also have a test in English and Maths

### ➔ Outcome

You will find out soon after the conference if you are being recommended for training.

The recommendations are presented to the Territorial Commander at the Territorial Candidates Council and a decision is made who to accept for training as an officer or as a territorial envoy.

If you have been unsuccessful, you may be able to appeal the decision.