

APPLICATION FORM

Please return your completed application to Revd Dave O'Brien:

davidobrienvicar@gmail.com

For an informal conversation about this post, please refer to the recruitment pack

Please complete all pages in full

CONFIDENTIAL

Post Applied for: **CAP Debt Centre Manager and Community Evangelist (Lay Pioneer)**

PERSONAL DETAILS

Title: (Mr, Mrs, Miss, Ms, etc.)

Surname:

Forenames:

Address:

Post code:

Telephone:

Mobile:

E-mail address:

National Insurance Number:

COVERING LETTER

Please provide an answer to the following in your cover letter:

- 1. Why are you applying?**
- 2. What skills and experience you will bring to the role?**

EMPLOYMENT

Name and address of current/most recent Employer:

Telephone:

Post held:

From:

To:

Salary:

Notice period required:

Reason for leaving:

Please give details of your main duties and responsibilities:

Please give details of all previous employment (most recent first)

Name of Employer	Position held	To/From	Reason for leaving

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EDUCATION AND TRAINING

Please give details of secondary education, further/higher education and qualifications gained.

School/College/University	From	To	Subjects/Examination results

Other qualifications and relevant training:



CAP Questions

1. What does your personal faith mean to you? Can you briefly tell us what that looks like on a day-to-day basis?

2. Tell us about your experience with evangelism, including people you have led to faith and involvement in evangelistic outreach (e.g. HOTS, street pastors, Alpha Course, overseas mission).

3. Do you feel comfortable inviting non-Christians to church or church events? (Feel free to give an example or two, we love a good story!)

4. Can you tell us a bit about any leadership experience (paid or voluntary) you might have? How will that help you in this role?

5. Please give us some examples of your ability to pioneer and make things happen.

6. Please briefly outline your IT proficiency (software programs used, current level, etc.)

ADDITIONAL INFORMATION *(if you would like to include any)*

Please give details of your relevant skills, knowledge and experience (see job description and person specification)

REFEREES

Please give the name of two referees, not related who are able to provide us with information to support your application. One should be your most recent employer. If you have not had previous employment your Head teacher, lecturer/college tutor or a member of a community or volunteer co-ordinator where applicable.

Please note employment will only be commence on receipt of two references.

Name:	Name:
Position:	Position
Relationship:	Relationship:
Address:	Address:
Tel No:	Tel No:
E-mail:	E-mail
May we contact prior to interview Yes No	May we contact prior to interview Yes No

For posts where an occupation requirement exists for the post holder to be a Christian in accordance with the Equality act 2010, please provide a faith referee.

Faith Referee

Name:

Position:

Name of Church:

Denomination:

Home Address:

Post code:

Email address:

Tel No:

Relationship to applicant:

Your faith referee should have pastoral responsibility for the Church at which you regularly worship. If you do not use your parish priest/minister, or if you have not used a church at which you regularly worship please state your reasons :

REHABILITATION OF OFFENDERS ACT

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198’

<https://www.legislation.gov.uk/ukpga/1974/53/contents?view=plain>

YES/NO

If ‘YES’, please give details:

If you have selected ‘YES’ to any convictions, cautions, reprimands or final warnings that are unspent or exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198, the contents of this box will be shared between the recruitment manager and the PCC.

Should you require any special arrangements for your interview eg. special equipment or access arrangements, please give details below. We will contact you prior to any interview to discuss this further.

OTHER DETAILS

Do you hold a full driving licence:

Yes

No

Do you have access to a vehicle:

Yes

No

Are you, to your knowledge, related to any member of staff or any Member of St Thomas’ Church, Blackpool.

Yes

If yes, please give details:

No

Please state where you saw the job advertisement (website/newspaper/other)

DECLARATION

- *I understand that an offer of appointment will be subject to satisfactory references*
- *I understand that providing false or misleading information will disqualify me from any appointment or if appointed will render me liable to dismissal without notice*
- *I declare that the information I have given is, to the best of my knowledge, true and complete*
- *I agree that the information may be used for registered persons under the Data Protection Act 1998 (personal information will not be passed to other organisations without your prior consent.*
- *Christians Against Poverty will hold your personal details on file but will not release them to any third party. Some further details may be shared with members of staff relevant to your application. Further details about how we process your data can be found on our policy notice. Please read this before proceeding (capuk.org/policy).*
- *I hereby acknowledge that I have read and agree to the privacy policy noted above and give consent for the processing of the personal data in this application.*

I agree that the information provided is to the best of my knowledge correct and complete.

Signature:

Date:

The documents below must be completed to meet CAP's requirements

Statement of faith

We believe

At CAP, our faith in God and our understanding of how we are called to live shapes CAP's character, culture and purpose. This is outworked through our mission to serve the poor through compassionate service and the active pursuit of justice and peace and to save the lost by clearly proclaiming the good news that God loves people and wants a saving relationship with them.

Our Christian faith is based on essential tenets of the Christian faith:

The Triune God. We believe that there is one living God, revealed through the Bible as the Father, the Son and the Holy Spirit. The universe is the creation of the one living God and reveals God's existence, power and goodness.

Human Beings. Every human being, male and female, is an image bearer of the creator – created in order to love, worship and obey God, to relate to one another in love and compassion to seek justice and to care for creation. Being made in the image of God, every individual is unique, sacred, dignified and equal. God loves and cares for everyone as shown by the sacrifice of Jesus Christ and the grace this sacrifice makes possible.

All humans have sinned (acted contrary to God's nature and purpose) by rejecting God's authority and disobeying God's commands. We are therefore alienated from God, one another and creation. This unchecked rebellion leads to eternal separation from God.

Jesus the Christ. Jesus of Nazareth is the Son of God, the Messiah uniquely appointed by God to bring salvation to the world. Jesus Christ, being in very nature God, came to earth and becoming truly man, taught and modelled for us the new life of the Kingdom of God. In his death on the cross he took upon himself the sin of the world, bearing its full cost and penalty so that we can be put right with God through his grace, by faith in Christ alone. On the cross Christ also entered into our suffering, defeated the powers of evil and accomplished the reconciliation of all creation. In his bodily resurrection he defeated

death for us all and gave us the way to eternal life. Through his ascension he is exalted as reigning Lord, and at his return he will fully establish the universal reign of God's Kingdom.

Holy Spirit. The Bible testifies to the Holy Spirit's activity both in creation and history as well as in our lives - empowering us to love generously, experience freedom, to fight for justice and to proclaim the gospel. The Holy Spirit convicts of sin, leading to faith and repentance and unites believers to Christ. Through Christ, God's Spirit is poured out on all believers. The Spirit gives gifts along with the power to proclaim and demonstrate the gospel, discern truth, pray effectively and advance the Kingdom of God.

The Bible. The Bible tells the universal story of creation, the fall, God's redemption of humanity and ultimately the hope of a new creation, begun through the person and work of Jesus Christ. We believe the Bible is the word of God spoken through human authors and that it is trustworthy in all it affirms. We view it as the ultimate revelation of God's identity, character, purposes and actions and submit to it as supremely and uniquely authoritative for our belief and behaviour.

The Church. The Church is the worldwide community of believers who have been called by God to represent his character of holiness and compassion, to bring justice on earth and to fulfil his mission of proclaiming the new life made possible through the cross and resurrection of Jesus Christ. We exist to worship and to love him with all our heart, mind, soul and strength and to love our neighbours as ourselves.

Therefore, as Christians Against Poverty, we commit ourselves to:

- Live humbly, lovingly and sacrificially.
- Make known God's grace through Christ, calling people to faith, repentance and discipleship.
- Demonstrate the values and the power of the Kingdom of God.
- Serve those struggling with poverty, vulnerability and marginalisation with compassion and love.
- Recognise our Christian duty of mutual encouragement to all who serve Christ including those from other churches, organisations and denominations, respecting the diversity of culture, experience and understanding of others.

Integrity considerations

The following pages will be detached from your application prior to it being considered, as they contain information that is strictly private and confidential.

Applicant's name:

Position applied for:

You should be aware that, due to the nature of the role you are applying for, a Disclosure and Barring Service check or equivalent will be requested (formerly CRB Disclosure) as follows:

- Group service (Job club, Life skills) Manager or coach (UK wide)
Basic Disclosure
- Debt centre manager or coach (England, Northern Ireland, Wales)
Enhanced Disclosure
- Debt centre manager or coach (Scotland)
Basic Disclosure

Have you been disqualified under the Company Directors Disqualification Act 1986 or under Part II of the Companies (Northern Ireland) Order 1989 or under the Company Directors Disqualification (Northern Ireland) Order 2002?

Y N

Have you been declared bankrupt in the last five years (or have you had your estate sequestrated) and are you an undischarged bankrupt?

Y N

Have you been a director, secretary or controller of a company in the last 10 years that has gone into administration, liquidation, called in a receiver or been wound up?

Y N

Have you received a county court judgment or, in Scotland, a sheriff's court judgment, in the last five years?

Y N

Are you currently appointed as an Agent for any other Financial Conduct Authority regulated Principal?

Y N

If you have answered YES to any of the above questions, please give details below:

Declaration

Please read and sign the following declaration.

I confirm that the information I have supplied above is correct to the best of my knowledge.

Signed:

Date:

Print name:

Confidentiality agreement

To be kept on file at CAP head office

- Christians Against Poverty (CAP) holds a large amount of sensitive information in order to provide a professional and thorough service to our CAP service members. To maintain the trust members have in us, CAP operates a strict code of confidentiality that you agree to adhere to at all times in your role.
- By personal information we mean any information relating to a member's personal details held in any form (i.e. computerised or paper records and any information communicated to you verbally).
- You agree to limit access of your CAP service's members' personal information to that strictly necessary to carry out your duties with CAP.
- You must not disclose any personal information relating to a CAP service's member except to CAP staff members and your church line manager, and only in the proper course of your work with CAP.
- As a representative of CAP, you must agree to meet the following requirements at all time. Please read the following carefully before signing to confirm your full understanding and acceptance of the requirements.

Requirements

Confidential information relating to CAP:

1. Confidential information in this context includes, but is not limited to:
 - Any information relating to CAP (including CAP services and CAP head office) which is not publicly known or which has not been disclosed by CAP to general public;
 - Any information relating to CAP's internal policies, procedures and systems;
- 1.1 You agree not to disclose confidential information relating to CAP to any third party.

Confidential information relating to members:

2. Confidential information in this context includes, but is not limited to:
 - Any 'personal data' as defined by section GDPR Article 4;
 - Contact details (including postal and electronic mail addresses, telephone and fax numbers) of members;
 - Personal details (including dates of birth, and other information by which a living individual can be identified) relating to members;
 - Any information recorded in writing or electronically which directly relates to members;
 - Any information, communicated either in writing or verbally, which directly relates to our clients.
- 2.1 You agree not to access confidential information relating to members unless such access is necessarily made in the proper course of your work with CAP.
- 2.2 You agree not to disclose confidential information relating to members to any third party, except to the extent that such disclosure is necessarily made in the proper course of your work with CAP. This should only be done once permission has been obtained from your church line manager or a member of CAP staff.

Form continues on the next page

Use of Christians Against Poverty's computerised systems

- Access to and use of CAP's computerised systems is only granted to trained CAP representatives (i.e. CAP staff, CAP service managers or coaches) who have been trained at CAP head office and have signed the appropriate *Confidentiality agreement*.
- Where a user is not a trained CAP representative, access to systems is only granted from equipment located in a secure / private position. Ideally, connection to the internet should be wired rather than wireless and any wireless connection should be appropriately encrypted using the maximum available encryption type and strength. Access from public access points such as libraries or internet cafés is expressly forbidden.
- All users must sign in under their own credentials. Under no circumstances should one user log in with another's credentials.
- The CAP IT Department should be notified immediately of any suspected breach of security.
- The CAP IT Department should be notified immediately of users no longer requiring access or no longer authorised by this agreement to access the systems so that the account may be deactivated.
- Home computers can be used for CAP related data. However, for security, member data should always be stored on a password protected local user account, dedicated solely to CAP business, with antivirus software that is run regularly. We recommend using the ESR version of Firefox to maximise the functionality of CAP's intranet systems. These guidelines may change from time to time without prior notice but we will make sure you are informed via email.

Declaration

Please read and sign the following declaration.

I understand that I am bound by a duty of confidentiality and agree to adhere to this code of conduct, also that should I fail to do so I may have access to member data withdrawn. Furthermore, it has been explained to me that failure to comply with this code of conduct may constitute a breach of the General Data Protection Regulation and could constitute a criminal act.

Signed:

Date: **Print name:**

Equal opportunities

We aim to be an equal opportunities employer, and our policy is that job applicants and employees receive equal treatment regardless of race, colour, ethnicity, religious belief, nationality, disability, age, gender, sexual identity or marital status, where any of these cannot be shown to be a requirement of the job concerned. Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of our equal opportunities policy, please answer the following questions. **This information will be anonymised and recorded separately to your application.**

(tick box where appropriate):

Sex: male female prefer not to say

Age: 16-25 26-35 36-45 46+ prefer not to say

Do you consider yourself to have a disability, as defined in the Equality Act 2010? yes no prefer not to say

Race:

Please make sure that you read all the categories and then tick the box that applies to you.

I would prefer not to say:

I am white: British Irish Any other white background

I am mixed race: White and black Caribbean White and black African White and Asian
Any other mixed background

I am Asian/Asian British: Indian Pakistani Bangladeshi
Any other Asian background

I am black British: Caribbean African
Any other black background

I am Chinese/other ethnicity: Chinese
Any other ethnic background