

# Application form

CAP services

The contents of this form will be duplicated and passed only to people within Christians Against Poverty.

Which service are you hoping to run? Debt centre ☐ Job club ☐ Life skills ☐

Which position are you applying for? Manager ☐ Coach ☐

Church name:

## 1. Tell us a bit about yourself

Title:  Full name

Known as:

Address:

Postcode:  Telephone:  Mobile:

Email:

Are there any restrictions on your continued residence or employment in the UK?

☐ Y ☐ N

If you have answered YES, please give details below:

Form continues on the next page

All services

Please read the *Equip Training Overview* attached here:

Are you happy to undertake the training described? ☒ Y ☐ N

We have a range of inspiring conferences throughout the year, would you be happy to join us in person? ☐ Y ☒ N

Debt centres only

Do you have a current driving licence? ☐ Y ☒ N

Do you have your own vehicle? ☒ Y ☐ N

Form continues on the next page

## 2. *Reason for applying*

Tell us what makes you tick – start with three words or phrases that best describe why you are applying for this job:

1.	
2.	
3.	

This is your chance to tell us who you are! What are you passionate about? What excites you about this role? (Please include any **relevant** experience from paid or voluntary roles.)

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### 3. *Your Christian faith and witness*

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

### 4. *Your evangelistic experience*

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).

**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!)

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## 5. *Your leadership and pioneering experience*

(You only need to fill in this section if you are applying for one of our manager roles.)



**Managers only**

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

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

## 6. *Your IT literacy*

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

Form continues on the next page

Please read and sign.

**GDPR statement:**

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.

I confirm that, to the best of my knowledge and belief, the information I have given on this form and any additional sheets is correct. I understand that any misleading statement or deliberate omission may result in my dismissal by my employer.

Further details about how we process your data can be found on our policy notice. Please read this before proceeding ([capuk.org/policy](https://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.

**Signed:**

**Date:**

**Print name:**

# Your check list

All applicants must complete all forms listed against their chosen service within this section of the CAP services application.

## Debt centres

- ☐ ***Integrity considerations***
- ☐ ***Statement of Faith***
- ☐ ***Criminal record declaration*** (DBS must be completed - further information regarding this is on the *Criminal record declaration*)
- ☐ ***Confidentiality agreement***
- ☐ ***Equal opportunities***

## Job clubs

## Life skills

- ☐ ***Integrity considerations***
- ☐ ***Statement of Faith***
- ☐ ***Criminal record declaration*** (DBS must be completed - further information regarding this is on the *Criminal record declaration*)
- ☐ ***Confidentiality agreement***
- ☐ ***Equal opportunities***

# 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:

 day, month & year

Print name:

## Criminal Record Declaration

### Statement of non-discrimination

CAP is committed to equal opportunity for all applicants including those with criminal convictions.

### Policy statement on recruiting applicants with criminal records

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

For further information, please refer to DBS filtering guidance at [gov.uk/dbfs](https://gov.uk/dbfs).

We recognise the contribution that ex-offenders can make as employees and volunteers and we welcome applications from them. A person's criminal record, in itself, will not debar that person from being appointed to a post. Suitable applicants will not be refused posts because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying. Information about criminal conviction is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing employees, our clients and service users.

All cases will be examined on an individual basis, taking the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all unspent convictions could result in disciplinary proceedings or dismissal by their employer. Further advice on disclosing a criminal record can be obtained from [www.nacro.org.uk](http://www.nacro.org.uk) (for England and Wales), [apexscotland.org.uk](http://apexscotland.org.uk) (for Scotland) or [niacro.co.uk](http://niacro.co.uk) (for Northern Ireland).

The Act applies throughout the UK. However there are some differences in the way it is applied in Scotland and Northern Ireland.

### Criminal record declaration

Applicant's name:

Do you have any convictions, cautions, reprimands or final warnings which are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013?

☐☐

Do you have any unspent convictions?

☐☐

If you have answered yes, you now have two options on how to disclose your criminal record:

#### Option 1:

You can disclose your record under separate cover provided that you tick the box below and attach the details in an envelope accompanying this form. The envelope should be marked CONFIDENTIAL and state your name and the details of the post.

I have attached details of my conviction separately.

☐

#### Option 2:

Please provide details of your criminal record on the following sheet.

Form continues on the next page

Please provide details of your criminal record here:

**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.

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## 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 ☐