

# Application form

CAP services

Please save this file and fill it in using Adobe Reader

Please return to: Service selection - recruitment, CAP, Jubilee Mill, North Street, Bradford, BD1 4EW

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 Release group Life skills

Which position are you applying for? Manager Coach

Church name:

## 1. Your personal details

Title: Full name

Known as:

Address:

Postcode:

Telephone:

Mobile:

Work phone: (only if you are happy for us to contact you there)

Email:

Job clubs/release groups/life skills only

Skype name:

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

Debt centres only

Do you have a current driving licence?  Y  N

Do you have your own vehicle?  Y  N

How many days are you planning on working/volunteering for CAP?

Are you happy and able to attend two compulsory conferences (total five days) as part of the CAP role?  Y  N

Debt centres only

Are you happy to attend six and a half days' worth of residential training at Bradford head office, split into three separate training events?  Y  N

Are you happy to complete distance learning of approximately one day's work?  Y  N

Job clubs/release groups/life skills only

Are you happy to attend two and a half days of residential compulsory training at Bradford head office?  Y  N

Do you have any dietary requirements?

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Form continues on the next page

## 2. Your employment record

### Current employment

Current job title:

Dates of employment: from: month & year to: month & year

Name of employer:

Address of employer:

Postcode:

Please give a brief description of your main duties and responsibilities, particularly where relevant to this role:

### Experience

Please outline any relevant skills you have acquired through previous employment:

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Form continues on the next page

### 3. Your IT literacy

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

### 4. Reason for applying

List three words or phrases that best describe why you are applying for this job:

1.

2.

3.

Why are you a suitable candidate for this position?

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Form continues on the next page

## 5. Your achievements and interests

Please provide any other information to support your application, including details of your main achievements to date.

## 6. Your evangelistic experience

Please give any relevant examples of your experience with evangelism, including people you have led to faith, involvement in evangelistic outreach (e.g. HOTS, street pastors, Alpha Course, overseas mission).

Please give examples of non-Christians who you have invited to church or church events.

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Form continues on the next page

## 7. Your leadership experience

Managers only

Please comment on your leadership experience and how this might be appropriate for this position.

## 8. Pioneering and making things happen

Managers only

Give relevant examples of your ability to pioneer and make things happen.

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Form continues on the next page

## 9. Your Christian faith and witness

Please comment on your personal faith, devotional life and church involvement.

## 10. Your health

Please state, with dates, any serious illnesses or operations you have had:

Have you ever been absent from your employment (or studies) on more than five occasion in the last 12 months, or for five or more consecutive days in any one absence in the last 12 months?  Y  N If YES to either of the above, please give details:

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Form continues on the next page

Do you suffer from any recurring ailments?  Y  N If YES, please specify:

If required, are you willing to undergo a medical examination?  Y  N

If you consider yourself to have a disability, please give brief details of any adjustments that would need to be made to enable you to carry out the duties listed for this post

(continue on separate sheet if necessary):

## 11. Your declaration

Please read and sign.

### Data Protection statement:

Christians Against Poverty will hold your address 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.

I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application.

Signed:

Date:

Print name:

Registered Office: Jubilee Mill, North Street, Bradford, BD1 4EW e info@capuk.org. t 01274 760720.  
Registered Charity No: 1097217. Charity Registered in Scotland No: SC038776. Company Limited by Guarantee, Registered in England and Wales No: 4655175. CAP is authorised and regulated by the Financial Conduct Authority. Registration number 413528.





# Your check list

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

## debt centres

## life skills

### *Integrity considerations*

***Criminal record declaration*** (DBS must be completed - further information regarding this is on the *Criminal record declaration*)

***Confidentiality agreement***

***Equal opportunities***

## job clubs

### *Integrity considerations*

***Criminal record declaration***

***Confidentiality agreement***

***Equal opportunities***

## release groups

### *Integrity considerations*

***Criminal record declaration*** (DBS must be completed - further information regarding this is on the *Criminal record declaration*)

***Lifestyle code of conduct***

***Confidentiality agreement***

***Equal opportunities***



## 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 part of the requirements of our Group Consumer Credit Licence, we are required to ask the following integrity questions. Whilst the reply to these questions will be taken into consideration when assessing a candidate's suitability, it should be noted that giving an affirmative response to any of these questions will NOT automatically disqualify you as a candidate.

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:**

## 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/dbs](http://gov.uk/dbs).

All services need to complete a DBS form, apart from CAP Job Clubs.

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. 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?

Y  N

Do you have any unspent convictions?

Y  N

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 mark a cross on the line 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:



## Lifestyle code of conduct

### Integrity and responsible lifestyle

It is an amazing privilege to represent CAP and your church and have the opportunity to serve your community. Centre staff are selected to support people through some of life's greatest challenges, such as debt, addiction and unemployment. Due to the authority these positions carry all centre staff agree that they will conduct themselves in a professional and caring manner when partnering with Christians Against Poverty. CAP's services encourage goal setting, discipline, healthy lifestyles and making positive choices. It is important that centre staff recognise the need for integrity and the importance of demonstrating these aspects in their personal lives.

### Conduct and professionalism

All centre staff agree that, as representatives of CAP's services, they will make their line manager at head office aware of any life affecting habits they have or have recently struggled with.

### Consumption and usage

A life affecting habit is classed as any addiction (or dependency) to a substance or experience, such as, but not limited to the following: smoking, narcotics, alcohol, food related issues, pornography and co-dependency.

### Accountability

If any centre staff identify themselves as having a life affecting habit, this does not automatically disqualify them from running a CAP service but they must show a desire for change. If the centre staff worker is serious about tackling the issue and achieving abstinence, or responsible usage, then a plan can be created, which would be followed up by regular catch ups with an accountability partner and reviews with their head office line manager. This plan would indicate a way for the centre staff worker to achieve abstinence or responsible usage within an agreed upon time frame. This decision on whether they will undergo a period of suspension will be taken on a case-by-case basis and will rest with CAP head office. In the event that a centre staff worker does acknowledge a life affecting habit then their church line manager will also be notified.

### Desire to improve

In the event that a centre staff member has been put on a plan to help tackle their life affecting habit then there must be a clear motivation for that behavior or usage to change. This motivation for change must be visible to the accountability partner and head office line manager during appropriate conversations such as, but limited to, monthly catch-ups and quarterly reviews.

### Safety towards group members

If a centre staff manager or coach is currently tackling a life affecting issue and also leading elements of a CAP service such as group, community or coaching time then the issue must only be discussed in an appropriate manner, which would not negatively influence the clients.

### Excellent is one of our core values

CAP is determined to provide excellence in all its services and provide the very best to those with the very least, therefore if the above points are not adhered to, the following actions may be taken on behalf of CAP after due inquiry:

- Reprimand or formal warning.
- Suspension or release from their position.
- Take such other action as CAP consider appropriate and proportionate to the issues raised.

### Declaration

Please read and sign the following declaration.

I agree to the *Lifestyle code of conduct*.

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 services members. To maintain the trust members have in us, CAP operates a strict code of confidentiality that you agree to adhere to at all time 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 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 you 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 one (1) Data Protection Act 1998;
  - 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 ordained 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 Data Protection Act and could constitute a criminal act.**

**Signed:**

**Date:**

**Print name:**

### CAP authorisation (CAP head office contact)

**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 Disability Discrimination Act 1995?**  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:**

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**I am white:**  British  Irish  Any other white background  please state

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

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

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**I am black British:**  Caribbean  African  
 Any other black background  please state

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**I am Chinese/other ethnicity:**  Chinese  
 Any other ethnic background  please state

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Clicking this button will open your email client and automatically insert your application form into a blank email. If this doesn't happen then please save the PDF and attach it manually.

Registered Office: Jubilee Mill, North Street, Bradford, BD1 4EW  
Registered Charity No. 1097217. Charity Registered in Scotland No. SC038776  
Company Limited by Guarantee, Registered in England and Wales No. 4655175  
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