*Please complete (using as much space as you require) and return electronically or in writing to*

*Kea Church Office, Killiow, Truro, Cornwall, TR3 6AE or to victoriac@stkea.org.uk*

***The closing date for applications is 17th December 2023.***

***Interviews will be held week beginning 18th Dec or 2nd Jan at a mutually agreeable time***

**Application for Position of CAP Debt Coach**

Surname:

Christian names:

Address:

Home Telephone Number:

Mobile Number:

Email:

**Section 1 - Experience**

1.1 Education – School(s) & College(s) attended and qualifications gained (with dates).

1.2 Other training undertaken or qualifications gained (with dates).

1.3 Present employment. Please give the date you started and a brief outline of the work.

1.4 Previous employment/experience. Please give a brief indication, with dates, of the nature of the work and responsibilities.

1.5 Areas of involvement and responsibilities in wider church life.

**Section 2 - Ministry**

There is a genuine occupational requirement that the post holder is a practicing Christian. Please outline your spiritual journey so far.

**Section 3 - Personal Statement**

Please state your reasons for applying for this post. What you write and how you write it will help those making the appointment build up a picture of you. You will want to outline how you meet the different requirements of the role, drawing on gifts, skills, knowledge and experience, responsibilities held and relevant interests.

**Section 4 - St Kea Church**

Please tell us why you would particularly like to join the staff team at St Kea Church.

**Section 5 - Other Interests**

Please indicate recreational interests and involvement in special areas of concern, eg particular issues in contemporary life, international matters, academic, sporting or artistic interests. How have these contributed to your ministry?

Please indicate anything else you would like us to know about yourself but you have not had opportunity to express in this form so far.

**Section 6 - References**

Please give names, occupations and addresses (including e-mail) of two persons to whom reference can be made. At least one should be a church leader. Referees should have a detailed up-to-date knowledge of your work.

Do you have any health related condition or special needs that would affect your ability to carry out functions that are intrinsic to the post?

Have you ever been convicted of or cautioned with a criminal offence? If yes, provide full details.

Are you aware of any police enquiries undertaken following allegations against you, which may have a bearing on your suitability for this post? If yes, provide full details.

Do you have full driving license?

I declare that the statements made by me in this application are true and that the accuracy thereof shall be a condition of any contract of employment offered to me by the PCC of St Kea Church.

Signature

Date

It is important that this application form is completed by applicants. A Curriculum Vitae is not an acceptable substitute.

The successful candidate will be required to receive an enhanced disclosure from the Disclosure and Barring Service, and will be required to be reviewed and trained by CAP Head Office prior to commencing the post.

*Because of the nature of the work you are applying for, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (exemptions) Order 1975. This means that you are not entitled to withhold information about convictions which for other purposes are “spent” under provisions of the Act. In the event of employment, failure to disclose such convictions could lead to disciplinary action being taken. Any information will be treated in the strictest of confidence and used solely in relation to this application.*