



CHRISTIAN WITNESS TO ISRAEL

APPLICATION FORM

CONFIDENTIAL

Please note that there is an occupational requirement for the holder of this post to be a Christian – see the CWI Equal Opportunities Statement enclosed.

Finance Assistant

Name: [\[Insert Full Name Here\]](#)

**Please note that CVs will not be considered without a completed application form.**

**APPLICATION FOR EMPLOYMENT WITH CHRISTIAN WITNESS TO ISRAEL**

The information provided on this application form will remain private and confidential and will be used for the purposes of selection/recruitment. Please complete all sections of the form.

Please send a covering letter explaining why you feel you are suitable for the role with a completed application form and CV to Debs Butler at **DButler@cwj.org.uk**

**PERSONAL DETAILS:**

**Name:**

**Address:**

Contact details

*(Please tick preferred contact detail – calls to business numbers will be made discreetly)*

Email:		Mobile:	
Home telephone:		Other:	
Work Telephone			

**GENERAL**

Do you hold a current driving licence	YES		NO	
Is it a full licence	YES		NO	
Is your driving licence free of endorsements?	YES		NO	
Please give details of any points or driving convictions, including any pending convictions. (Any declarations are subject to the Rehabilitation of Offenders Act 1974 (as amended).)				
If the job requires it (delete as appropriate)				
Will you travel?	YES/NO			

**EDUCATION**

<p><b>TECHNICAL AND PROFESSIONAL QUALIFICATIONS</b></p> <p>Please name any awarding Institute or professional body in full and include attainment level specifying relevant grades or grade of membership.</p> <p>Qualifications:</p>
<p>Languages spoken / written (please indicate degree of competence)</p>
<p>Computer literacy (<i>please specify software and level of competency</i>) Please list below details of IT packages used and your level of competence:</p>

**EXPERIENCE**

<p>Have you worked in the charity sector? If Yes, please tell us about your experience.</p>	<p>Yes/No</p>
<p>Please tell us about your experience of processing donor income and bank reconciliations.</p>	

**INTEREST IN THIS POSITION**

<p>When and how did you come into contact with CWI?</p>
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<p>Please tell us why you are interested in this role. How does it fit with your future aspirations?</p>
<p>Please write your testimony of how you became a Christian.</p>
<p>Please tell us why you think you would be successful in this role.</p>

**OTHER INFORMATION**

<p>Have you ever made an application to this organisation before? YES/NO</p>
<p>If yes, please give details</p>
<p>Are you currently eligible for employment in the UK? YES/NO</p>
<p>Please state what documentation you can provide to demonstrate this, e.g. British passport, European Economic Area identity card, full birth certificate/passport or travel document showing an authorisation to reside and work in the UK</p>
<p>Have you ever been convicted of a criminal offence? YES/NO</p>
<p>If yes, please give details. (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974 as amended.)</p>
<p>Are there any adjustments that may be required to be made should you be invited for interview?</p> <p>If yes, please give details:</p>

## REFERENCES

Please indicate two people who can provide references – one of whom should preferably be your current employer.

I GIVE/DO NOT GIVE permission to take up my reference prior to an offer of employment being made.

*(Please delete clearly as appropriate)*

1. Name:

Address:

Telephone number:

E-mail:

Occupation:

2. Name:

Address:

Telephone number:

E-mail:

Occupation:

**EQUAL OPPORTUNITIES STATEMENT**

1. Christian Witness to Israel is resolutely opposed to discrimination in society. Although the Jewish people are our primary focus, we are committed to ministering to all on a fair and equitable basis, regardless of race, ethnicity, religion, life-style, sex, sexuality, physical/mental disability, offending background or any other factor.

2. In recruitment and employment we actively seek the right mix of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of the organisation.

3. As an organisation seeking to advance the Christian faith and to deliver services within a distinctively Christian context. The nature of some posts or the context in which they are carried out, and their link to the ethos and mission objectives of the organisation, give rise to an occupational requirement for the post-holders to be Christians. All staff in these posts are required to demonstrate a clear personal commitment to the Christian faith as expressed in the Organisation's Statement of Faith. These posts are kept under regular review. This policy is implemented in accordance with Employment and Race Directives issued by the government and ACAS guidance.

The information provided on this application form will remain private and confidential and will be used for the purpose of recruitment and selection, and processing will take place in accordance with the provision of the Data Protection Act 1998. I consent to my information being used for the purpose of monitoring and to obtain references or make enquiries regarding the details supplied.

**DATA PROTECTION STATEMENT**

The information that you provide on this form and that obtained from other sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process, it will take place in accordance with the provision of the Data Protection Act 1998.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

**DECLARATION**

I declare to the best of my knowledge and belief, all particulars given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal conviction, a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the organisation as satisfactory.

Signed:		Date:	
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