

Gap Year



Application Process

World Horizons is based very much on relationship between individuals rather than having a strong emphasis on structure. Therefore, your decision to apply to join us should only be made after you have got to know us a little, and vice versa.

To give you an idea of what the application procedure involves, here is a brief outline. While all these steps need to be carried out, they may not all be done in this particular order. The swiftness of this process largely depends on how confident you are about your decision to join the programme, and how long your referees take to return their reference forms.

- 1. Before Application:** We would like to communicate with you via email or Skype so that you can get to know about World Horizons and we can find out more about you. During this time, we also make sure you are aware of important information regarding course costs, timings and practical preparations for raising support.
- 2. Application:** Once you feel ready to apply, we encourage you to complete an application form and return it to us by email or post.
- 3. References, DBS Checks and Medical Forms:** On the application form you will be asked to give the names of three people to act as referees. One of these should be your present Church Leader. Sometimes it is more appropriate to give us your House/Cell Group Leader in the case of a very large church. The other referees should have known you for at least two years; they must be over 18 years old, not a family member and not a member of World Horizons.

Later in the process we may also require you to complete the UK's Disclosure and Barring Service (DBS) check for any criminal record. We do this because during the training phase in the UK, you may be working with children and young people. A criminal record may not be a bar to volunteering with World Horizons depending on the nature of the criminal record. Should you wish to know more please ask for a copy of the 'World Horizons Policy Statement on the Recruitment of Ex-offenders'. Any data regarding a criminal record will be stored securely as required by the DBS, and as outlined in our 'Privacy Policy' regarding the storage, handling and disposal of Disclosures. A copy of the DBS Code of Practise can also be made available to you on request.

The cost of the DBS check is included in your training fees. If you are applying from outside the UK, we may require you to obtain a similar disclosure from an appropriate body if that is available in your home country and you will be required to cover the cost of this yourself.

Once we've received your application form, we also ask that you return a medical form to us, completed by your local doctor. This is to help validate the information provided on your application form, and to ensure that we make the best provisions for you during the training and on your placement overseas.

4. **Interview:** Having received your references, we will arrange a time to interview you. The interview needn't be in person and could be carried out via a Skype link or a similar remote conference facility.
5. **After Interview:** Once we have interviewed you, a decision will be made regarding your application and you will be contacted in writing. We will also then give you advice on how to obtain an appropriate visa if you are applying from outside of the UK.
6. **After Acceptance:** We continue your preparation by sending you more information about the course, asking additional questions, and encouraging you in your personal preparation and in raising finance. Where helpful, we can visit your church and meet your Church Leaders. We recognise that each person has individual circumstances, so we aim to support you in ways that are most beneficial to you.