

Short-Term



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 on a Short-Term Placement 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.

- 1. Application:** You will be asked to complete an application form. Sometimes we arrange a preliminary chat to discuss your application before we begin the formal application process.
- 2. References, DBS Checks and Medical Forms:** On the application form you will be asked to give the names of two 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 should be a mature believer who has known you for at least two years; they need to be over 18 years old, not a family member and not part of World Horizons. Married couples need to have separate references but these may be completed by the same referees. If you wish to ask an employer for a reference regarding a particular skill which you may use on placement, this should be in addition to the two references already mentioned.

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 if you will be working directly with children and young people whilst on your placement. A criminal record may not be a bar to volunteering with World Horizons depending on the nature of the offence. 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.

There is no fee for voluntary workers to have a DBS check but there is a small administrative charge we pay to "CCPAS" who manage this process for us. We will ask you to pay this to World Horizons before we give you the application form. 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 country.

- 3. Medical Letter:** Once we've received your application form, we may 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 your placement overseas. It should be given to your doctor along with permission for your personal details to be released to us, and then posted to the Centre for the Nations, or scanned in and emailed it to us.
- 4. Interview:** Once we have received all 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 the Interview:** Once we have interviewed you, a decision will be made regarding your application and you will be contacted in writing. If your placement is for longer than one month you will be required to attend a Short-Term training event – your placement will be subject to successful completion of this training. We will also then give you advice on how to obtain an appropriate visa if you are applying outside of the UK or an EEC/Schengen country. It is your responsibility to check the current visa and entry requirements for the placement country you will be visiting.
- 6. Contact with Church Leaders:** We will contact your Church Leader, either in writing or by phone, to inform them of the fact that you will be involved with us on a short-term placement.