

Skill Share



Application Process

World Horizons is based very much on relationships between individuals rather than having a strong emphasis on structure. Therefore, your decision to apply to join us on a Skill Share course 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 in this particular order.

1. Application: You will be asked to complete an application form. Sometimes we arrange a preliminary meeting where we can talk informally about your application before we begin the formal application procedure.

2. References: 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 the name of 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, should not be family members, not part of World Horizons and at least one of them should be a mature believer. 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 three 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. Depending on the nature of the criminal record it may not be a bar to volunteering with World Horizons. Should you wish to know more, please ask for a copy of our 'Policy Statement on the Recruitment of Ex-offenders into World Horizons'. 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 a DBS check is covered in your course 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 country, you will be required to cover the cost of this yourself.

3. MEDICAL LETTER: Once we've received your application form, we 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

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best provisions for you during your training and placement. 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 and emailed 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: it could be carried out via a Skype link or a similar remote conference facility.

5. POST-INTERVIEW: Once we have interviewed you, a decision will be made regarding your application and you will be contacted in writing. We will then give you advice on how to obtain an appropriate visa if you are applying outside the UK or in an EEC/Schengen country.

6. CONTACT WITH CHURCH LEADERS: We will contact your Church Leader, either in writing or by phone, to inform them that you will be involved with us on the Skill Share Programme.