

Long-Term



Pre-Field Training Application Process

World Horizons is very much based on relationship, therefore, your decision to apply to join us should only be made after you have got to know us, and after we have got to know you! This can happen through going on a mission trip with us or taking part in one of our short-term opportunities.

Here is an outline of the application procedure. It is important not to rush the process; it often takes three to six months. Moving into long-term ministry with World Horizons is a big step; it is worth taking time to make sure it is the right one for you and allowing God to guide you.

We recommend that you talk to your church leader, friends and family throughout the process of making your decision as they know you much better than we do and will be able to offer support and advice.

- 1. Application:** Once you have been involved in something with us on a short-term basis and perhaps attended a Step Weekend, you may decide it is right for you to apply to join us. At this point, you will be asked to complete a full 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, 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 the name of your House/Cell group leader in the case of a very large church. At least one of the other referees should be a mature believer who has known you for at least two years. All referees need to be over 18 years old, not a family member and not part of World Horizons. It is helpful to have a reference from your employer if you have recently been in employment. Married couples need to have separate references but these may be completed by the same referees.

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 training or working on overseas. Depending on the nature of the criminal record it may not be a bar to working with World Horizons; however certain positions will be exempt under the [Rehabilitation of Offenders Act 1974](#). 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 by 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.

Once we've received your application to join World Horizons, we will send you a medical form. This should be given to your doctor, along with permission for your personal details to be released to us. Once your doctor has completed the medical form, it should be returned to us either via email or through the post. This is to help validate medical information provided on your application form, and to ensure that we make the best provisions for you during training and whilst you are serving overseas.

- 3. 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.
- 4. Visit to Church Leaders:** We feel it is very important, and beneficial to all involved, to visit your church and meet your Church Leaders to explain more about World Horizons and to discuss your application with them. We aim to work in partnership with the sending church. For non-UK residents, we may be able to visit your church, or depending on cost, it may be necessary to use a remote conference facility instead.
- 5. After the Interview:** When we have interviewed you and usually after we have visited your church, notes are submitted to our Applications Board for consideration and a decision will be made regarding your application. We will then contact you to inform you of the decision. If your application is accepted, you are considered a full time member of the UK team while you undertake training. After training there will be a review of your membership, as well as communication with the leader of the field you are planning to join, to find out if they are happy to receive you on the UK leaders' recommendation.

If you are from outside of the UK or an EEC/Schengen country and planning to train in the UK, we will pass your application on to our visa team who will be able to advise you regarding visa requirements.

Occasionally a church may decide to accept you as a recognised mission worker only after you have completed a period of training with World Horizons. In this case, we regard you as a member of the World Horizons UK team during this time.

6. After Acceptance: Many of our workers receive donations through an organisation called Stewardship. Stewardship don't donate money themselves but if those who support you financially are UK tax payers and they donate through Stewardship, their donations will be automatically increased by 25% through Gift Aid. We recommend that you make use of this Gift Aid facility. If you would like to open an account with Stewardship we will write them a letter confirming your position with us. In addition, you will need to complete an online application form on their website (www.stewardship.org.uk) Please note, you cannot apply to open a Stewardship account more than two months before the date you actually begin working (or training) with us.

We can offer general advice about national insurance and tax, but we advise you to contact the relevant agencies to discuss your individual circumstances.