



Application Form

1 PERSONAL DETAILS

Title

Surname/Family Name

First name(s)

Correspondence address

.....

.....

.....

Postcode

Main telephone number

Other phone number

E-mail address

Male / Female Date of Birth.....

2 SPECIAL NEEDS

Physical or other disability or condition which might necessitate special educational arrangements

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3 DIETARY NEEDS/ALLERGIES

For refreshments etc.

4 YOUTH WORK

Please give brief details of the work that you have undertaken with young people and your reasons for wishing to undertake this course.

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5 PLACEMENT

The location/church (es) for the youth work you will be doing during the course.

.....

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6 **PERSONAL DECLARATION**

Have you ever been convicted or cautioned with respect to a criminal offence?

YES/NO

Because of the nature of the course for which you are applying, this application is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This means you are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. In the event of acceptance, failure to disclose such convictions could lead to disciplinary action being taken. Any information given will be treated in the strictest confidence and used solely in relation to this application. Please be aware that for positions involving access to children and young people a system of checking police records for possible criminal background will be implemented.

If YES, please give full details. *Please use a separate/additional sheet of paper if necessary.*

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.....

7 **OCN INFORMATION**

Please provide the following details as per the sheet attached.

Ability Status Ethnicity Employment Status SEN.....

8 **NEW ENGAGE** *Please indicate where you wish to undertake the Units*

Unit Venue Unit Venue
Unit Venue Unit Venue
Unit Venue Unit Venue

If it is necessary, you can change venues/dates as you go through the course, but you will need to register changes with the CYM Office at least 2 weeks in advance.

CRB Enhanced Disclosure

All learners joining the course are required to have a CRB Enhanced Disclosure. This must be arranged in conjunction with your placement as per the Youth Work / Placement Confirmation sheet which is attached. This should be completed by the placement.

Data Protection

Please note that all data supplied will be held securely by CYM and those other agents and persons contracted to deliver the Engage! course. As the data will be shared with those other agencies and individuals (specific details available on request), in order to be accepted on the course it is essential that you give consent to this procedure by signing in section 13.

9 How did you hear about the Engage course?

.....

Payment Details

10 NAME OF LEARNER

PAYEE DETAILS IF DIFFERENT FROM LEARNER

Title Surname/Family Name

First name(s)

Organisation/Church Name

Correspondence Address

.....

.....

Postcode Contact Tel No

11 **Please indicate the Payment Method**

Cheque (*Cheques should be made payable to "Centre for Youth Ministry"*)

Standing Order (*Please use attached form - see attached information sheet*)

BACS (*Phone banking or Internet banking- see attached information sheet*)

12 **New Engage - please indicate Course Option**

Option 1

£570 in full at the start of the Course

Option 2

£100 and then 10 monthly payments of £47.00

Option 3 - Payment by Unit

£10.00 Registration Fee - **all** Engage Learners

PLUS

£20.00 Unit Day Training event only

£30.00 Unit Day Training event and Unit Handbook

£95.00 Unit Day, Unit Handbook, Assessment and OCN Certificate

13 I hereby apply to join the course and enclose a cheque for £.....
(Made payable "Centre for Youth Ministry")
Signed Date

Payment Arrangements

1 Standing Order

Please see payment details for standing order arrangements. A Standing Order form is enclosed – once complete, please return it to the National Office for processing, NOT your bank.

2 BACS

You or your sponsoring agency may pay by BACS from a bank account with access to internet or telephone banking. You will need a unique reference number which we will send to you along with our collection account details. Please contact the National Office to take up this option.

3 Cheque

You or your sponsoring agency may pay in advance for any number of Units, cheque payable to “Centre for Youth Ministry”. Please send the payment to the National Office with a note to identify which unit(s) and which learner(s) it covers. If you require a receipt please provide an email address or a stamped addressed envelope.

4 Invoice

You may request an invoice for any number of units, however, an administration charge of £5.00 will be charged for each invoice issued.

Please note:

- a **Price Increases** - once you have paid for a unit or units, or set up a standing order, no price increase for the unit(s) covered will be passed on to you.
- b **Registration Fee** - A registration fee of £10.00 is payable along with payment for the first unit you take, if paying by option 3. (Options 1 & 2 already include registration fee).
- c **Payments on the Day** - this is entirely at the discretion of the tutor. Handling payments is not part of their role and can be a distraction. Learners who have not paid in advance or set up a standing order should expect to receive an invoice.
- d **Online Access** - access to **Moodle** will be arranged after receipt of payment and attendance at the Day Conference for the relevant Unit.

ETHNIC GROUP

please enter code only

- | | | | |
|----|------------------------------------|----|--------------------------------------|
| 10 | White – British | 11 | White – Irish |
| 12 | White - any other White Background | 13 | Mixed - White and Black Caribbean |
| 14 | Mixed - White and Black African | 15 | Mixed - White Asian |
| 16 | Mixed - any other mixed background | 17 | Asian or Asian British – Indian |
| 18 | Asian or Asian British – Pakistani | 19 | Asian or Asian British – Bangladeshi |
| 20 | Any other Asian background | 21 | Black or Black British – Caribbean |
| 22 | Black or Black British – African | 23 | Any other Black background |
| 24 | Chinese | 25 | Any other ethnic group |
| 26 | Not Known / not provided | | |

EMPLOYMENT STATUS

please enter code only

- | | | | |
|----|------------------------------|----|--------------------------------------|
| FS | Full-time Student | FT | Employed Full-time |
| PT | Employed Part-time | RE | Registered Unemployed (Seeking work) |
| UN | Unwaged - (Not Seeking Work) | NS | Not Specified |

ABILITY STATUS

please enter code only

- | | | | |
|----|---------------------|---|---------------------------|
| 0 | Able Bodied | 1 | Non Registered Disabled |
| 2 | Registered Disabled | 3 | Learning Support Required |
| NS | Not Specified | | |

GENDER

- | | | | |
|---|------|---|--------|
| M | Male | F | Female |
|---|------|---|--------|

SPECIAL EDUCATIONAL NEEDS

- | | | | |
|---|---|---|--|
| 0 | None | 1 | You have dyslexia |
| 2 | You are blind or partially sighted | 3 | You are deaf or hard of hearing |
| 4 | You use a wheelchair or have mobility difficulties assistance | 5 | You need personal care or |
| 6 | You have mental health difficulties | 7 | You have a disability that cannot be seen, eg. diabetes, epilepsy or heart condition |
| 8 | You have two or more of the above | | |
| 9 | You have a disability, special need or medical condition that is not listed above | | |

Please return to: Centre for Youth Ministry, Trinity Business Centre, Stonehill Green, Swindon, SN5 7DG