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Required by the emergency services in the event of an incident and required by our insurance company.

All applications without a photograph **will** be returned – NO EXCEPTIONS!

SEP UK 2012

21st July – 4th August (inclusive)

STAFF/TRAINEE APPLICATION



To be completed by **all** applicants and returned by **31st May 2012**
Please write clearly and fill in **all** sections of the form.

APPLICANT DETAILS		
Forenames:	Surname:	
Mailing address:	Home address (if different):	
Contact Numbers: Home _____ Work _____ Mobile _____	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Date of birth: <u> </u> / <u> </u> / <u> </u> / <u> </u>	Nationality: Marital Status:
Email address:	Have you attended SEP before? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, how many years as: Camper _____ Staff _____	
EMERGENCY CONTACT (while at SEP): Name: _____ Tel. no: _____	If you have children under 12 who you are planning to bring to SEP with you, please indicate how many minicamp (age 5–11) or crèche (1–4 year olds) application forms you require. Minicamp _____ Crèche _____	

EMPLOYMENT DETAILS	
Current position:	Address of employer/educational institution:
Company/organisation:	
Employee reference contact: Name: _____ Tel. no: _____	If you have a <i>Criminal Records Bureau Disclosure</i> number or a <i>Disclosure Scotland</i> number please enter it here and send a copy (see attached notes on validity)

TRAINEE STAFF APPLICANTS
PLEASE NOTE: If you are aged 18 - 20 and <u>have not</u> worked as staff at SEP (UK) before, you will be considered as a trainee staff member. If you wish to apply as a trainee staff member, indicate below and complete this application. You will be sent an information sheet detailing the duties and conditions for trainee staff along with an agreement form.
I AM APPLYING AS A TRAINEE STAFF MEMBER <input type="checkbox"/>

DORM LEADERS
A Dorm Leader is the name we give to a person who looks after a group of 12-16 teens. We consider this role to be a 24-hour/7 days-a-week responsibility for the lives and welfare of campers. As there are two co-dorm leaders per dorm; downtime and rest periods are arranged in cooperation with each other. Dorm Leaders should be: committed to the Christian distinctives, young, reasonably fit, enjoy teenagers, and be team-builders.
If you wish to apply for the job of dorm leader please complete this form and send an email/letter detailing why you would like to be considered for the role.

VOLUNTEERING AT SEP

Please indicate the period of time for which you wish to volunteer:

SET-UP	Saturday 14 th July – Saturday 21 st July	<input type="checkbox"/>	
SEP	Sunday 22 nd July – Saturday 4 th August	<input type="checkbox"/>	<i>Staff are asked to arrive on Saturday 21st July</i>
TAKEDOWN	Sunday 5 th August – Saturday 12 th August	<input type="checkbox"/>	<i>Staff are asked to stay until the morning of 5th August if possible</i>

Other – please specify:

SET-UP APPLICATIONS MUST BE APPROVED BY THE SEP OFFICE. Applicants will be notified by post.

Volunteers for set-up or takedown should be physically robust, be prepared to work long hours and live in 'basic' camping conditions. Carpentry/construction, gas, electrical & plumbing or food preparation skills would be particularly welcome.

SEP MISSION STATEMENT

SEP UK is the Summer Programme of the Youth Ministry of the Worldwide Church of God. It exists to:

- assist teens as they come to understand and grow in a relationship with God and His Son, Jesus Christ
- encourage teens to pursue the Christian way of life
- promote an enjoyable and responsible experience of sporting, recreational and social activity in the rugged environment of Loch Lomond in Scotland.

It seeks to achieve these aims through the positive teaching, loving relationships and Christian example of all the SEP staff.

We define this as a Christ-centred environment.

In this section, please explain why you wish to apply as a voluntary worker at SEP UK 2012 and how you personally will fulfil this mission statement:

ACCOMMODATION AT SEP

I am planning to provide my own:

Tent Caravan

I would like SEP to provide accommodation for me:

Tent Caravan

PLEASE NOTE: SEP staff accommodation is in tents. There are a few caravans that are prioritised for families with small children

TRAVEL TO AND FROM SEP

As SEP is regrettably unable to provide transportation to and from the site, we respectfully request that staff members be responsible for finding their own transportation to and from the campsite. Public transport information can be provided on request.

Some limited staff places may be available on the SEP coaches – please contact the office for details and costs.

Direct flights into Glasgow (closest city to SEP) reduce travel costs in the UK to a minimum – please note: we can only arrange airport pick-ups for campers.

Transportation for SEP staff can only be provided to and from Drymen & Balmaha (nearest villages).

I plan to travel to SEP by:

Private Transportation Public Transportation

YOUR CONTRIBUTION AT SEP

Please see the attached sheet for list of activities and service areas.

Please select in order of preference the areas you wish to work in at SEP, **1)** being most preferred

1)

2)

3)

Additional skills/services:

QUALIFICATIONS AND EXPERIENCE

For each of your preferred areas please list qualifications

1)

Name of qualification in full	Awarding Body	Date of Award	Renewal due

Other experience:

Professional referee in this skill:

Name: _____ Tel. no: _____

Organisation: _____

2)

Name of qualification in full	Awarding Body	Date of Award	Renewal due

Other experience:

Professional referee in this skill:

Name: _____ Tel. no: _____

Organisation: _____

3)

Name of qualification in full	Awarding Body	Date of Award	Renewal due

Other experience:

Professional referee in this skill:

Name: _____ Tel. no: _____

Organisation: _____

FIRST AID TRAINING

Please provide details of any first aid training you have received

Name of qualification in full	Awarding Body	Date of Award	Renewal due

STATEMENT OF S.E.P. STANDARDS *Please read carefully before signing this application*

The Summer Educational Programme UK is a Christian organisation and sets high standards of personal conduct and safety. Selfless service and wholehearted support of the mission, values and standards of SEP are essential.

Unacceptable behaviour is deemed to include intoxication, inappropriate sexual conduct, use of or possession of illegal drugs, stealing, disorderly conduct, wilful destruction of property, lack of co-operation with administration or other staff members, or careless disregard for safety rules.

Any applicant whose conduct or attitude undermines the positive camp environment or endangers the safety of others may be asked to leave the campsite. Rather we promote standards that express the Christian ethos of:

- ◆ Respect for others. Simply put this means treating others as you would want to be treated yourself. This includes showing respect for the Christian beliefs of others and the Christian ethic that forms the basis of life at SEP.
- ◆ Tolerance
- ◆ Attitudes of care and support for others.

SEP recognises the benefit of a day's rest for campers and staff from strenuous activity, there will therefore be no standard activity schedule on Saturdays at SEP. Worship services for all camp staff and campers will be held at the beginning of each day. There will be additional opportunities for Christian discussion groups at other times during camp.

Please note that smoking on the site is not permitted at any time.

SEP UK CHILD PROTECTION POLICY

SEP UK has a child protection policy. Copies of this policy may be obtained from the SEP Office (address below) or from the SEP UK website. A copy of the policy will be made available to all successful applicants as part of their acceptance package. As part of this policy, SEP will request references and police checks on all staff. Your signature on this application form indicates acceptance of this procedure.

APPLICANT'S SIGNATURE

I have read this application carefully and believe to the best of my knowledge that the information I have given is accurate.

I have read the Statement of SEP Standards and agree to abide by it. I also confirm that I have never been convicted for any crimes against children, nor have I ever been the subject of any investigation by the police relative to crimes against children.

Signature: _____

Date: ____/____/____

REFEREE'S RECOMMENDATION

Upon completion of this application, please take it to your church pastor or other referee for his/her recommendation:

Referee's Name: _____ Referee's signature: _____

Referee's Position: _____

All personal information provided in this application will be treated with complete confidence and individual applicants can request to view all their information stored by the SEP Office.

Please return your completed application with **£10 per person deposit** (cheques made payable to *Worldwide Church of God – SEP a/c*) to:

SEP UK, PO Box 7703, Market Harborough, LE16 7ZG

Any questions, suggestions or fundraising ideas can also be sent to this address or sent by email to admin@sepuk.org or call +44 (0)7503 020029 (evenings only please).

All staff applications must be received by 31st May 2012



SEP 2012

Staff Application Briefing Sheet and FAQs

STAFF APPLICATION AND ACCEPTANCE

Due to over-subscription of staff applications we have in recent years had to place some applicants on a waiting list. Unfortunately we cannot accept everyone who volunteers to serve at SEP due to the pressures this would place on the site facilities.

Staff places have to be limited by activity/service area and will be allocated after the application deadline of 31st May 2012. Any applications after this date are likely to go on the waiting list.

Applications are considered according to the following list of criteria:

1. Child protection clearance
2. Qualifications and skills
3. Date of application
4. Personal statement and references

CHILD PROTECTION

All staff at SEP must have child protection clearance in order to work at SEP. In the UK this means obtaining clearance from the *Criminal Records Bureau Disclosure* or *Disclosure Scotland/PVG* – we cannot accept any member of staff without a copy of their disclosure. If you do not have an approved disclosure please let us know and we can direct you to the relevant application authority.

- Portability of CRB checks
 - Following advice from the *Criminal Record Bureau* we have conducted a risk assessment of our treatment of previously obtained CRB checks. Where a potential staff member has obtained a CRB or Disclosure Scotland check we will accept it as long as it meets the following criteria:
 - That the previously obtained check is for working with children at the Enhanced Disclosure level, i.e. not at the Standard level.
 - That we are given the consent of the applicant to approach the organisation under whose remit the previous check was obtained.
 - That the applicant is still living at the same address as the one printed on the CRB check.
 - That the original of the CRB check is brought to SEP for verification and a photocopy sent with their application form.
 - That the check is within the time limits set out below.
 - In the instance of doubt, we will request that the applicant apply for a new CRB check.
- Duration of CRB checks
 - A CRB check carries no formal period of validity and the older a check the less reliable the information is, as the information it contains may not be up to date. The policy followed by SEP is to accept CRB checks within 1 calendar year from time of issue if the check is carried out by another organisation or 3 calendar years for a check carried out by SEP. Any applicant holding a check older than this will be asked to apply for a new check. SEP reserves the right to ask any applicant to have a CRB check carried out.

- Overseas applicants
 - If you have obtained in your home country a similar government or police authority check stating your clearance to work with children please provide written proof of this with your application form. In countries where this is not possible please provide us with at least one written letter of recommendation (on headed paper) from an appropriate person (e.g. employer/pastor) confirming that to the best of their knowledge you have committed no crimes against children and that you are cleared to work with children. We appreciate your co-operation with this procedure.

QUALIFICATIONS

We need to maintain current information on the qualifications held by our staff. Obviously not all activities and service areas will have nationally recognised qualifications so please detail your experience.

Please provide all of the details requested on the application form for your qualifications and if possible photocopies – these will *only* be used in conjunction with SEP. We are particularly in need of proof of first aid qualifications and/or training.

STAFF DONATIONS

As part of our efforts to ensure that SEP can continue its purpose and mission in the years ahead we are seeking to become as financially self-sufficient and viable as we can. In order to successfully continue our Christian outreach to young people in the format for which SEP UK is known, we request that staff make a donation towards the cost of running SEP.

These donations cover all administration costs as well as being a contribution to the food and facilities bill. We greatly appreciate the sacrifices, hard work and service of the SEP staff and we sincerely hope that these recommended donation levels will not prove burdensome.

Single staff	£30	Crèche/mini-campers	£25 per child
Couple	£50	Maximum per family	£100

Students, OAPs, the unemployed and others who cannot afford the full amount of the recommended donations are asked to make a contribution appropriate to their circumstances. It would be contrary to the ethos of SEP for any staff member to be discouraged from applying or face financial difficulties because of these suggested donation levels.

Please send a £10 per person deposit with your application form. Unsuccessful/withdrawn applications may request to have this deposit refunded.

TRANSPORT

SEP coach

We are again intending to hire an SEP coach this year – travelling from the London area to Scotland with various collection points. Priority will be given to campers wishing to book a place on the coach; staff are therefore encouraged to make their own transport arrangements. If however you would like to be considered as one of the two coach monitors we require please email admin@sepuk.org

Staff pick-ups

In order to reduce the fuel bill, SEP vehicles will be used for staff pick-ups only from Drymen and Balmaha. Staff are asked to make their own arrangements for all other transfers including from Glasgow and Prestwick airports. Details of public transport services are available on request.

SEP 2012 ACTIVITY/SERVICE AREA LISTS

We are always looking to expand our pool of available staff, so if you have volunteered at SEP before and enjoyed it – why not recommend it to a friend?!

Below is a list of the activity and service areas in which we require staff this year.

We are particularly in need of qualified personnel in the following areas:

- | | |
|----------------------------------|---|
| Dorm leaders/youth workers | Health & Safety |
| Water sports | Nurses/paramedics |
| Gas engineers (CORGI registered) | <u>Musicians for live worship band</u> |
| Electricians | |

ACTIVITY SKILLS (full time)		
Aerobics/Fitness Training	Football	Rugby
Archery	Initiative Training/Team-building	Scuba/snorkelling
Art	Leatherwork	Sailing
Camp craft	Hill walking/hiking	Table Tennis
Canoeing	Mountain biking	Trampoline
Crafts (please specify)	Netball	Video Production
Dorm Leader	Orienteering	Volleyball
Dance (please specify style)	Rock Climbing	Windsurfing

SERVICE AREAS (full time)	
Carpentry (maintenance department)	Electrician
Catering/food preparation (Food Services Dept.)	First Aid
Cleaning Services	General maintenance
*Crèche (childcare, ages 1-5)	Laundry
Dining Hall (food service/marquee management)	*Mini-camp (activities for children ages 5-11)
Dishwashing	Pastoral Care
Driving (must be over 25, have a clean license and preferably be MiDAS qualified)	Plumbing
	Secretary/Receptionist (office duties)

* Applicants for crèche/mini-camp will be sent an additional application form – please complete the main staff form first.

SUPPLEMENTAL SKILLS (part time)	
Please enter these in the additional skills/services area:	
Conservation	Photography
Lifeguard	Worship band (vocal/ instrumental – please specify)