

Placement Application

Before filling this form in, please read the Placement Information pack carefully, even if you've had an intern in the past. Some policies may have changed. For a swift process, please fill in each section with as much detail as possible.

If you have any questions, please contact us at ix12@CarlisleDiocese.org.uk.

PART 1

PLACEMENT DETAILS

Name of Church/ Ministry/ Organisation	
Address & Postcode	
Telephone no.	
Email address	
Church Leader(s)/ Project Manager Name	
Potential <u>Line Manager's</u> Name	
Potential <u>Mentor's</u> Name	
If relevant, church denomination	
Number of interns/hours applying for	

Please briefly describe the history and details of your ministry

(in relation to potential intern work, including any past history of interns.)

What has motivated you to be involved with IX12, the Diocese of Carlisle Internship Programme?

If you were to be accepted on to the programme, what projects would your intern/s be involved in? Please list existing projects and proposals for potential new projects.

Does your placement have its own child protection policy?

What safeguarding documentation would your placement require?



PART 3

LINE MANAGER DETAILS

Name	
Address & Postcode	
Telephone no.	
Email address	
Role within Church/Ministry	
Previous Ministry or Youth Work Experience	
Previous Managerial Experience	

PART 4

SUGGESTED MENTOR DETAILS

Name	
Address & Postcode	
Telephone no.	
Email address	
Relevant mentoring experience (if any)	



PART 5

INTERN ACCOMMODATION

Host Name <i>(If applicable)</i>	
Accommodation address & details (room in house/ granny flat/ house share, etc.)	Click here if interested in house share
Facilities that will be available to intern:	<div><input type="checkbox"/> Washing Machine</div> <div><input type="checkbox"/> Food Storage</div> <div><input type="checkbox"/> Internet Access (Wifi)</div> <div><input type="checkbox"/> Cooker/oven</div> <div><input type="checkbox"/> Personal Storage</div> <div><input type="checkbox"/> Office/Work Space</div> <div>Other relevant facilities:</div>
Accommodation telephone no.	
Has host been given Host Pack & Contract?	

PART 6

FINANCIAL DETAILS

Having read the Placement Information document, I understand the financial responsibilities of supporting an intern, and commit to these, including:

- ☐ Accommodation
- ☐ Fees to Diocese for training & administration
- ☐ Expenses incurred (travel, work resources, etc)



Please provide an approximate weekly schedule, listing the intended activities in the table below. They must have at least one whole day off and have only two sessions per day. Please note interns cannot be contracted to work a set number of hours but we recommend they are occupied for approximately 35 hours per week.

	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>	<u>SUNDAY</u>
<u>MORNING</u>							
<u>AFTERNOON</u>							
<u>EVENING</u>							

PLEASE READ AND SIGN BELOW

I confirm, to the best of my knowledge, that all information in the preceeding pages is accurate and that I will uphold, to the best of my ability, my responsibilities as an IX12 Internship Placement. I have read and understand the details of the programme as outlined in the Placement Information Pack. I also promise to contact the IX12 team as soon as possible, should any issues, regarding the intern, arise.

Signature _____ Date _____

Name _____ Role _____

Once the application has been completed, please return to IX12 Internship Programme.

By post:

IX12 Diocesan Internships

Vineyard Hub

Lorne St.

Carlisle CA2 5DU

By Email:

ix12@CarlisleDiocese.org.uk

