## TRAINING APPLICATION FORM

Thank you for your interest in joining the Humanist Ceremonies network. Please type your answers in the spaces provided and return your application to ceremonies-recruitment@humanists.uk

### Your details

| Name |  |
| --- | --- |
| Preferred name (e.g. if different from above, nickname, etc) |  |
| Pronouns (optional) |  |
| Address |  |
| Email address |  |
| Phone number(s) |  |
| Date of birth |  |

### Membership

To apply for training and membership of the Humanist Ceremonies network, you must be an existing member of Humanists UK. This membership must also be active whilst you participate in our training programme.

If you are not already a member, please [click here to join](https://humanists.uk/join/); otherwise, complete the field below.

| Humanists UK membership number |  |
| --- | --- |

### Referee contact details

Please provide contact details of an individual who could provide a character reference by phone, should this be necessary. This should not be a family relative. Please ensure this individual is aware that we may contact them.

| Name  |  |
| --- | --- |
| Address |  |
| Email address |  |
| Phone number(s) |  |

### Ceremony Type

Which ceremony type would you like to train in first? Please indicate with an X below. You can check which of our courses are currently open for applications on our [Courses & Fees page](https://humanism.org.uk/ceremonies/training-to-be-a-humanist-celebrant/course-fees-and-dates/).

| **Ceremony** | **Your preference** |
| --- | --- |
| Funerals |  |
| Weddings |  |
| Namings |  |

### Upcoming Courses

Please let us know which of the courses below you are able to attend, numbered in order of preference up to a maximum of three. Our screening process can take up to one month to complete, so please take this into account when making your choices.

If you are not able to attend any of the dates listed below, please indicate this with an ‘X’ in the last row of the list.

Unless otherwise indicated, all residential elements of our training will be held at University of Warwick Conference Centre, Warwick, CV4 7SH.

If you find part-way through a course that you are unable to continue due to unforeseen circumstances, please refer to our policy on deferrals and withdrawals which can be found at the end of this application form.

| **Ceremony** | **Available Upcoming Courses** | **Your preference** |
| --- | --- | --- |
| **2024** |
| **Funerals** | **Funerals Spring A 2024 – Online & Residential**Stage 1: Friday 15 December (2023) (Online)Stage 2: Saturday 20 & Sunday 21 January (Residential)Stage 3: Friday 16 & Saturday 17 February (Residential) |  |
| **Weddings** | **Weddings Spring A 2024 – Online & Residential**Stage 1: Friday 12 January (Online)Stage 2: Saturday 10 & Sunday 11 February (Residential)Stage 3: Saturday 9 & Sunday 10 March (Residential) |  |
| **Weddings** | **Weddings Spring B 2024 – Online & Residential**Stage 1: Friday 22 March (Online)Stage 2: Saturday 20 & Sunday 21 April (Residential)Stage 3: Saturday 18 & Sunday 19 May (Residential) |  |
| **Funerals** | **Funerals Spring B 2024 – Online & Residential**Stage 1: Friday 12 April (Online)Stage 2: Saturday 11 & Sunday 12 May (Residential)Stage 3: Friday 7 & Saturday 8 June (Residential) |  |
| **Funerals** | **Funerals Summer 2024 – Online & Residential**Stage 1: Friday 14 June (Online)Stage 2: Saturday 13 & Sunday 14 July (Residential)Stage 3: Friday 9 & Saturday 10 August (Residential) |  |
| **Weddings** | **Weddings Summer A 2024 – Online & Residential**Stage 1: Friday 5 July (Online)Stage 2: Saturday 3 & Sunday 4 August (Residential)Stage 3: Saturday 31 August & Sunday 1 September (Residential) |  |
| **Weddings** | **Weddings Summer B 2024 – Online & Residential**Stage 1: Friday 16 August (Online)Stage 2: Saturday 14 & Sunday 15 September (Residential)Stage 3: Saturday 12 & Sunday 13 October (Residential) |  |
| **Funerals** | **Funerals Autumn 2024 – Online & Residential**Stage 1: Friday 20 September (Online)Stage 2: Saturday 19 & Sunday 20 October (Residential)Stage 3: Friday 15 & Saturday 16 November (Residential) |  |
| **Weddings** | **Weddings Winter (Northern Ireland) 2024 – Online & Residential (Venue TBC)**Stage 1: Friday 11 October (Online)Stage 2: Saturday 9 & Sunday 10 November (Residential)Stage 3: Saturday 7 & Sunday 8 December (Residential) |  |
| **Namings** | **Namings Winter 2024 – Online & Residential**Stage 1: Thursday 24 October (Online)Stage 2: Saturday 23 & Sunday 24 November (Residential) |  |
| **Other** |
| **N/A** | I cannot attend the above listed courses and would therefore prefer to be waitlisted for future course dates as and when they are planned. |  |

**I am happy to be contacted at short notice should a last-minute place become available on one of my preferred courses.** Please indicate with an X below.

Yes

No

**I understand that, in addition to the course training days, the training includes written homework, which may take several hours and working to a tight deadline.** It will also involve reading, observing ceremonies, and preparing additional work. I am able to accommodate this alongside my existing work/domestic commitments. Please indicate with an X below.

Yes

No

**Important note for funeral training applicants:** Celebrants are often asked to respond to requests at short notice, typically between 5 and 10 days. Candidates should give careful consideration to whether they can manage such requests depending on their individual circumstances. If this is not currently possible, you may wish to consider training at a future date.

### Please answer the following questions as fully as possible

1. **Why do you want to conduct humanist ceremonies?**
2. **Where did you hear about Humanist Ceremonies training?**
3. **What is your understanding of Humanism?**
4. **What do you consider to be the main aims and principles of a humanist ceremony?**
5. **Please give details of any experience you have of questioning and listening to clients.**
6. **Please give details of any experience you have of writing pieces of work of 1,500 words or more.**
7. **Please give details of any experience you have of public speaking.**
8. **Do you hold any religious or supernatural/alternative beliefs that could be conceived as being inconsistent with humanist beliefs or principles, or belong to any organisations that do?** Please indicate with an X below. If you’re unsure, please read the following page for guidance: <https://humanists.uk/humanism/>

Yes

No

If you have answered ‘Yes’, please provide further details, including the name of any organisation, and explain how this fits with your desire to be a humanist celebrant.

1. **As a Humanist celebrant your public profile is extremely important.** Could you please list all of the websites and social media platforms that you own/run?
2. **Do you have any difficulty or disability we should take into account when planning either the screening interview, or the training?** We try to ensure all our training venues are accessible, but please indicate if you have trouble climbing stairs. For the screening interview we usually use Zoom, or a similar video conferencing platform. Are there any adjustments we can make to facilitate the interview?
3. **Is there any other relevant information you would like to include?**

**Funerals are almost exclusively Monday to Friday between 0900 and 1600, while the majority of weddings are at the weekend, with a skew towards the summer months, and often with a long lead time.** Please tick ‘Yes’ to confirm that you understand this.

Yes ☐

1. **Taking ceremonies will usually involve a family visit plus travel to the actual ceremony location.** Please tick ‘Yes’ to confirm that you have a car or access to suitable transport.

Yes ☐

1. **Trainees are required to have a computer at home with internet access and an email account.** Please tick ‘Yes’ to confirm that you meet this requirement.

Yes ☐

1. **All training course material needs to be submitted in Microsoft Word format. We strongly advise that that you have a device running Microsoft Word or which will run it by the time the training course begins.** You are welcome to use systems such as Google Docs or LibreOffice but you must submit work in Word format, and we will only provide documents in Word format. It is your responsibility to convert between the two, and the alternative system needs to be capable of handling 'tracked changes', comments, and other standard Word features. Please also be aware that converting often causes formatting and layout differences that may cause confusion. Please tick ‘Yes’ to confirm your understanding and agreement to the above.

Yes ☐

1. **Criminal Convictions**Please provide full details of any unspent criminal conviction. You should give full details of: the date the offence was committed, the date of conviction and name of the court, the penalty or punishment imposed, and the circumstances leading to the offence. If you have none, please write ‘None’.
2. **Bursary scheme**Humanists UK may be able to give eligible candidates a bursary towards the cost of a ceremonies training course. For more information and an application form please see the [ceremonies training pages](https://humanists.uk/ceremonies/training-to-be-a-humanist-celebrant/) of our website. Please delete as applicable:
	1. I am submitting a bursary application form with my training application form.
	2. I am not requesting a bursary.
3. **Please read and confirm the following:**
	1. I understand that personal information I provide as part of the recruitment process will be shared with the Humanists UK Training and Development team in order to facilitate my recruitment and training experience.
	2. I also understand that training can involve sharing personal information in a group setting, such as during a mock ceremony preparation exercise, and I will treat personal information shared by other trainees with dignity and respect to their privacy.
	3. As part of my introduction to the Humanist Ceremonies network my contact details will be shared with a mentor, relevant network support coordinators, and other members of the Humanist Ceremonies network as required.
	4. I will have to pass each stage of the training process successfully before being allowed to proceed.
	5. Fees paid are non-refundable (however) we are willing to take extenuating circumstances into consideration if we are told at the first possible opportunity.
	6. The non-refundable initial deposit of £500 is to be paid at the point of being accepted for training.
	7. Receiving training does not guarantee me any particular number of ceremonies to perform.
	8. I will be required to sign a code of conduct governing my performance of ceremonies and in the event of breach of the code of conduct, my accreditation may be withdrawn.
	9. I understand that Humanists UK will undertake a DBS check on my behalf and agree to completing any request to facilitate this.

**Deferrals and Withdrawals Policy**

Once a ceremonies training course has started a trainee may ask for a deferral to a later course only for unforeseeable and exceptional reasons.

Trainees have the right to withdraw from courses at any time. If they do withdraw but wish to continue the training at a later date, they will be expected to start at the beginning of the training and will need to pay the full fee. The non-refundable deposit from the original training will be kept.

(If you have any questions regarding this policy, please contact us at the email address provided at the end of this form.)

**I,** [please print/type name], **understand all of the above and would like to apply for Humanist Ceremonies training.**

**Date:** DD/MM/YYYY

***Please return this form electronically to:*** ***ceremonies-recruitment@humanists.uk***