SOUTHERNCROSS
HUMANITARIAN

Intern Application

INSTRUCTIONS:

- Print this application and fill it out according to instructions.
- Prepare a personal check, to Southern Cross Humanitarian, in the amount of $200. (Non-refundable & covers the first month of Internship)
- Mail your completed application, together with your application fee and a picture of yourself to:

Southern Cross Humanitarian
10542 S. Jordan Gateway, Suite 200
Sandy, UT 84095

Ensuring the safety and well-being of our children and volunteers is the top priority for SCHU. For this reason SCHU requires background checks of all applicants. If you have any questions regarding this process, please contact the Southern Cross Humanitarian office by emailing laura@sxhu.org, or by phone at (801) 285-7922.

After acceptance, communication by e-mail is used frequently, so be sure and set up an e-mail account .

PLEASE FILL IN COMPLETELY & TYPE OR PRINT CLEARLY (in ink).

1. Legal Last Name Legal First Name Middle Name Maiden Name or Preferred Name

2. PERMANENT Mailing Address (Street, City, State, Zip/Postal Code, Country) PERMANENT Telephone Number

3. Current Telephone Number/Cell Phone **E-mail Address** Passport # and Exp. Date (**if don't have now, e-mail later**)

4. Date of Birth Social Security # Driver's License # & State Sex (M/F) Nationality (i.e. USA, Canadian)

5. Marital Status Name of Spouse (if married) Number of Years Married (if married)

6. Mother/Father/Guardian's Name Address Telephone # **E-mail Address**

7. Dates of Desired Internship

For numbers 8-14, please provide the information requested on a separate sheet of paper.

8. Please list street address, city, state and zip code for where you have resided the past two (2) years and the number of months or years at each address. (Please list current address first.)

9. Please list three (3) personal references including full name, phone number (work, home, cell), city and state. The easier the references are to get a hold of, the faster your application will be processed. If for some reason you feel your references may be difficult to contact, please list additional references. Please, no boyfriends/girlfriends, best friends, roommates or close family members as references.

10. **HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE? YES NO** If yes, please give full details, including the date(s) and the location(s) of the offense(s).

11. **HAVE YOU EVER BEEN TRIED OR EVEN ACCUSED OF ANY TYPE OF CHILD ABUSE, NEGLECT OR ANY OTHER ILLEGAL BEHAVIOR INVOLVING A CHILD? YES NO** If yes, please give full details, including the date(s) and the location(s) of the offense(s). Please include two (2) references we can contact regarding the situation.

12. Do you routinely take prescription medications? Please explain.

13. Do you regularly see a physician for any medical problems? Please explain.

14. Have you ever had or do you currently have a problem with alcohol or drug abuse or been in a rehab program for alcohol or drug abuse? Please explain.

EMPLOYMENT HISTORY

MAY WE CONTACT YOUR PRESENT EMPLOYER WITHOUT JEOPARDIZING YOUR CURRENT EMPLOYMENT?

YES NO

LIST PRESENT EMPLOYER FIRST. List ALL previous employment for the last three (3) years. (If additional space is necessary, please use a separate sheet of paper and follow the format provided below).

Company Name _____

Name of Supervisor _____

Telephone _____

Dates Employed—From _____ To _____

Company Name _____

Name of Supervisor _____

Telephone _____

Dates Employed—From _____ To _____

EDUCATION

High School _____

City & State _____

Year Graduated _____

College/University _____

City & State _____

Number of Years Attended _____

Degree/Date Graduated _____

PROGRAM LOCATION PREFERENCES

SCHU is currently accepting applications to serve in Peru and Colombia. **Please check the appropriate preferences and fill in the blanks where necessary.**

___ I prefer to serve in Peru at the Aldea
___ I prefer to serve in Peru at the El Bichito
___ I prefer to serve in a new area such as Ecuador or Colombia
___ I am applying with the following people _____ and prefer to serve in the same country at the same time with them, if possible.

AIR TRAVEL & General Transportation:

Interns are responsible for their airfare, but SCHU will help make all flight arrangements upon request. Arrangements will be provided for ground transportation when flying in and out of your international destination.

Complete the Following Information

Use additional paper and number each item—must be typewritten or printed from a word processing program.

1. Please list all high school and college foreign language classes along with any practical conversation experience.
2. Describe any childcare training and or education experience.
3. Describe any experience or training you have had working with physically or mentally handicapped individuals.
4. List any leadership experience you've had associated with your job, community, church, etc.
5. List any experience you have had working with or leading young adults.
6. List any volunteer experiences you have had or activities you have participated in.
7. Detail your international travel experience.
8. Describe your general health.
9. Please list any skills or hobbies (i.e. musical instrument, dance, song, handicrafts, etc.) you would be willing to teach children from ages 3-18.
10. Please list any allergies, illnesses and/or food restrictions.

Authorization to Investigate and Verify Personal Background Information

Security Clearance - Required Information READ CAREFULLY BEFORE SIGNING

As an applicant, I voluntarily and knowingly authorize any present or past employer or supervisor, university or institution of learning, administrator, law enforcement agency, state agency, federal agency, consumer reporting agency, private business, military branch or the National Personnel Records Center, personal reference, and/or other persons, to give records or information they may have concerning my criminal history, motor vehicle history, employment records, worker's compensation claims, general reputation, character, or any other information requested to Southern Cross Humanitarian or Personnel Security, Inc. and/or their agents or representatives. I further authorize the release of any past information or legal proceedings that may have been sealed because of my status as a juvenile. I voluntarily, knowingly and unconditionally release any named or unnamed informant from any and all liability resulting from the furnishing of this information. The signature of authorization below shall be valid one year from the date signed and a photocopied or faxed copy of the authorization shall be as valid as the original.

By signing below, I, the applicant, acknowledge that I have read the application form and "General Information" on the website related to SCHU's volunteer program. I agree to all terms and conditions set forth by Southern Cross Humanitarian and agree to live according to SCHU's Code of Conduct (which I have read thoroughly) if accepted into the program. I hereby certify that all information I have provided on this application is true and complete. I indemnify and hold Southern Cross Humanitarian harmless of any and all claims of real or perceived injury or loss I may sustain during my association with Southern Cross Humanitarian. I voluntarily, knowingly and unconditionally give Southern Cross Humanitarian the right to keep my parents or next of kin updated on emergency or safety conditions that may affect me, or changes in my itinerary or travel plans. I understand Southern Cross Humanitarian has the right to accept or reject my application at their own discretion.

Applicant's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____
(if under 18 at the time of applying or parent/guardian is readily available)

Please retain a copy of your completed application for your records.

SOUTHERN CROSS HUMANITARIAN CODE OF CONDUCT

Southern Cross Humanitarian's first priority is the safety of our children and volunteers. To help ensure individual and program integrity, volunteers must abide by our code of conduct Any volunteer disregarding any part of the code of conduct, and/or exhibits behavior reflecting poorly on the integrity of SCHU, may be removed from the program and returned home at the volunteer's own expense, immediately. Examples include: consuming alcohol, breaking curfew, taking pictures when prohibited, violating confidentiality policies, and engaging in inappropriate relations with the opposite sex. Understand while participating in an SCHU program you are an ambassador for our organization and your country.

Orphanage Guidelines: You are not to invite visitors of any kind into the orphanages without the permission of the director and orphanage staff. You are never to be alone with a child behind a closed door in the orphanages. You are never to physically or severely discipline the children in the orphanages; if severe discipline is needed it will be brought to the attention of the staff. There will be no sexually explicit behavior or discussion inside the orphanages. No sex education will be permitted without specific and detailed permission from the orphanage staff. Curfew is sundown unless otherwise authorized.

Health Code: No alcoholic beverages, tobacco or drugs permitted during your internship with Southern Cross.

Dress and Grooming Standards: The dress and grooming (including hairstyles) of both men and women should be modest, neat and clean. Clothing should be modest in fabric, fit and style. No shorts, short skirts, tank tops, sleeveless or revealing clothes allowed. The people of Peru are very conservative. While you will see tourists who do not dress according to this local standard, you will lose the respect of the local people and will not be a proper role model for the children you serve if you dress inappropriately.

Moral Guidelines: No dating or sexual relationships of any kind.

Religion: Southern Cross Humanitarian is a non-denominational organization, but we believe in a God/Supreme Being and His blessings. We expect everyone to be tolerant and accepting of the religious beliefs of all volunteers and the directors of the orphanage programs with whom we work. While leaders of SCHU try to support our volunteers physically, emotionally and spiritually, leaders, employees and/or volunteers are not to proselytize or advance any particular religious doctrine or agenda.

Safety Guidelines: You must be with at least one other volunteer at all times when traveling to or from your assigned orphanage or Drop-in Center. No traveling after dark. No hitchhiking.

Pictures: No inappropriate movies. No movies that would be rated PG or worse in the US. No pornographic, indecent or inappropriate material or conduct via internet or otherwise.

These rules may be added to at any time. If they are, all volunteers currently in-country will be notified.

You will be required to sign Southern Cross's Code of Conduct on the application saying you have read it and that you understand it and agree to live by it at all times while participating in the program.