

# International China Concern China Team Application Form



I wish to apply for the China Team starting on

## PERSONAL INFORMATION

### Name (as shown on passport):

First	Middle	Last	Preferred

### Address: (include post/zip code and country)

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Phone		Work Phone			
Mobile		Email			
Citizenship		Passport No		Expiry Date d/m/y	
Date of Birth d/m/y		Birthplace			Age
Occupation		Marital Status		Spouse Name	

## Emergency Contact

Name		Relationship			
Phone		Mobile			
Address					
Email					

## Church Information

Name of Church		Leader's Name			
Address					
Contact Person		Role			
Telephone		Email			

## Personal Support Person (This is the person you authorise ICC to contact as part of the debrief process)

Name:		Relationship			
Phone:		Email			

## Church Involvement

Do you have any particular role/responsibilities in the church?

Please outline any involvement with organisations / groups / clubs other than those connected with your church.

Please give details of any qualifications or experience which are relevant to your work with ICC.

Please outline any languages you speak.

Please specify if you have any music, worship leading ability or other talents/interests.

Have you been to a restricted country before? If yes, please tick and give details (where, when, purpose).

Does your passport show this? If yes, please tick.

Do you plan to be involved with other religious activities in Asia before or after your time with ICC?

If yes, please provide details of your intended activities, organisations, dates etc below.

## Dietary Needs

Please outline any diet restrictions or food allergies

## Child Protection

It is the intent of ICC to protect the children from abuse of any type, whether it be physical, emotional or sexual abuse. ICC is concerned with the welfare and care of all children; therefore it is important we ask the following questions.

Have you ever been charged with, or convicted, of a criminal offence or are you at present the subject of a criminal investigation? If yes, please tick.

If yes, please give details.

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility? If yes, please tick.

If yes, please give details.

Has there ever been any cause for concern regarding your conduct with children? If yes, please tick.

If yes, please give details.

To your knowledge have you ever had any allegations made against you which have been reported to, and investigated by the relevant government department and/or police? If yes, please tick

If yes, please give details

**Police check verified.** (From 1 January 2008 proof of police check will be required with all applications)

### Privacy Statement

Through the activities of ICC personal information is collected and retained by the organisation. ICC will only use the information within the purposes for which it was collected. On occasion your information will cross international borders. In these cases your details will be treated with the same sensitivity as required in the country of origin and inline with the ICC Policy on Confidentiality of Information.

I confirm that the submitted information above is correct and complete. By signing below, I commit to abide by all ICC's policies in regards to Child Protection and will not be involved in any inappropriate actions towards the children.

I confirm that the information provided is correct

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Children Travelling with A Team Member

If you have children that you wish to accompany you, please list their names, dates of birth, grades in school and passport information below

Name (as on passport)	DOB	Age	Passport #	Passport Expiry Date

### Referees

Please provide the names and contact details of two (2) people (one should be our minister or pastor), who should be willing to act as referees. ICC will forward a reference form for completion to your referees.

Name		Name	
Address		Address	
Phone		Phone	
Email		Email	

### Additional Support Information to support your application

On a separate page, please provide the following information:

- How did you hear about the work of International China Concern
- Why do you desire to take part in a short term team (do you believe you are called to Asia or missions)
- Describe your conversion experience in three stages, Pre-Christ, conversion and present relationship
- What religious books or Christian periodicals have influenced you the most
- List anything else ICC should know to support your application

### International China Concern Rights & Responsibilities

International China Concern utilises a comprehensive application process to ensure the ongoing safety of Children within the ICC Projects. We therefore reserves the right to approval or not approve applications based on the information provided.

**Please print the form and return it, with your registration fee, to your local International China Concern National Office (see the sheet below).**

**[www.chinaconcern.org](http://www.chinaconcern.org)**

## Child Protection Policy (You are required to read and sign off as acknowledgement of our policy on child protection)

International China Concern believes protecting children from risk of harm is a responsibility that we must all undertake. We are committed to a pro-active role that will protect the child from all forms of physical or mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse.

This policy will help to foster a safe and positive environment for children and provide guidance to all staff and volunteers on the acceptable behaviours and appropriate boundaries when working with children.

International China Concern will ensure that all staff, volunteers and visitors are aware of this policy and commitment to ensuring risks of abuse to our children are minimised. We will ensure our staff and volunteers are clear what steps to take when concerns arise regarding the safety of our children and understand that we will respond immediately to investigate concerns raised.

This policy should be read in conjunction with the ICC Disciplinary Policy.

**Definition of Terminology:** The terminology of child/children covers all residents within an International Child Concern project **regardless of age, sex, physical or mental capacity.**

### **Our values, principles and beliefs require staff and volunteers to:**

- Treat every child with dignity and respect at all times
- Conduct themselves in a manner consistent with their position as a positive role model to children
- Immediately raise concerns for the safety or wellbeing of a child in line with the International China Concern reporting procedure
- Listen to our children and take any concerns raised seriously
- Be visible when working with children, endeavouring to ensure that other adults are present when working with children and avoiding being alone with them
- Work in partnership with carers and/or other professionals to ensure the protection of children
- Not personally criticise a staff member for perceived actions towards a child but follow defined reporting processes for alleged incidents

### **International China Concern staff and volunteers will not:**

- Engage in any behaviour that is intended to shame, humiliate, belittle or degrade children
- Use language, make suggestions or offer advice that is inappropriate, offensive or abusive
- Smack, hit, physically assault children or apply extreme physical or emotional discipline measures.
- Develop sexual relationships with children nor any kind of relationship that is deemed exploitative or abusive
- Spend excessive time alone with children away from others
- Act in ways that may be abusive or place a child at risk of abuse
- Behave physically in a manner that is inappropriate or sexually provocative
- Take children to their own home without prior approval by the relative project manager
- Sleep in the same bed as children
- Purposely neglect a child outside of recognised and approved palliative care systems. Palliative care must be approved by the relative Project Manager prior to implementation. Neglect extends to withholding food, fluids, basic care, necessary medical treatment or provision of adequate clothing to meet basic needs.

Upon an allegation being made the International China Concern Project Manager in conjunction with the China Operations Director will put in place an action plan to ensure the safety of the child as a priority.

Disciplinary procedures will be applied to staff and volunteers who have been found to have acted outside our policy guidelines. Where dictated by in-country laws, confirmed instances will be reported to welfare centre and/or legal authorities

### **Consensual Relationships**

While we recognise the right of a young adult to engage in relationships once past the lawful age of consent, staff or volunteers **may not** at any time engage in any consensual relationships due to the ethical nature of the relationship between staff and care recipient. Relationships of this nature may not result in legal prosecution however they will lead to dismissal and/or removal from working or volunteering within our Projects.

**I confirm that I have read and understand my obligations under the ICC Policy on Child Protection**

<b>Signature:</b>		<b>Date:</b>	
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# Health Section

**To the applicant: This information is treated confidentially**

Name (Mr/Mrs/Miss)

First	Middle	Last	Preferred
Telephone (home)		Telephone (work)	
Medical Insurance Company, Policy No. and Tel No.			

## Personal History

	Yes		Yes		Yes
Skin Conditions		HIV		ALLERGY	
Eye Trouble		Ulcers		Penicillin	
Ear Trouble		Hepatitis		Sulphonamides	
Head Injury		Diabetes		Serum	
Recurrent Headache		Anaemia		Food (specify)	
Epilepsy		Tumour		Asthma	
Fainting Spells		Cancer		Hay Fever	
Mental Disorder		Tuberculosis		Are you pregnant?	
Weakness		Heart trouble			
Paralysis		Blood pressure			
Insomnia		Arthritis		What is your Blood Type?	

Other

**Please comment on ALL POSITIVE answers here or on separate sheet**

Are you taking any medication at this time? Yes / No

Please specify

Are you under a doctor's care for any condition? Yes / No Please specify

Do you now or have you ever received compensation for disability from any source? Yes / No

If yes, please give details

Do you have good physical endurance and stamina? Yes / No Able to walk 0.75 miles daily Yes / No

# International China Concern Agreement / Release Form

## Agreement

I / We do hereby release International China Concern, it's agents, employees and volunteer assistants from any liability whatsoever arising out of any injury, damage or loss which may be sustained by said person during the course of involvement with ICC

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

*If applicant is under 18 years of age signature of a parent or guardian is required.*

Signature of parent or guardian \_\_\_\_\_ Relationship \_\_\_\_\_

## Consent for treatment / Eventuality of death

I / We hereby agree to the performance of such medical treatment (including anaesthetics and / or surgery) as, in the opinion of the attending physician, is deemed necessary. In the case of accidental death, the embassy of your country will be contacted to handle affairs. For the purpose of government formalities, please sign the following statement.

I hereby grant consent for such medical treatment as deemed necessary. In addition, I, the undersigned, hereby grant consent to whatever national laws require, in the eventuality of my death whilst in the service of International China Concern.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_ Relationship \_\_\_\_\_

## Promise Form

I am aware that as a traveller for ICC I take upon myself certain responsibilities in connection with the sensitive nature of the work. I realise that it is my duty to my fellow Christians, with whom I will come into contact, to refrain from doing anything that might harm or endanger them. I accept that my own judgement of how much and what kind of information from the trip I can or cannot share is not necessarily correct.

### **I, THEREFORE PROMISE THAT:**

- I will never use or pass on addresses of contacts (whether team members or ICC staff) obtained during the trip without obtaining express permission from ICC or the person concerned.
- I will not take part in other religious activities while in Asia without first informing ICC and obtaining consent. Should I take part in unauthorised religious activities, I understand I may not be able to join the team.
- I will not take photographs / video film of any children's homes, any contacts, their families or homes, without permission from the leaders of the group.
- Upon joining the team I will bring to the attention of the group leaders any materials that I have personally brought from my home country dealing with religion and politics.
- I will not write or print any newsletters / newspaper articles regarding my experience without prior written permission from ICC.

I confirm that the submitted information above is correct and complete. By signing below, I commit to abide by all ICC's policies in regards to Child Protection and will not be involved in any inappropriate actions towards the children.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please print the form and return it, with your registration fee,  
to your local International China Concern National or:**

**[www.chinaconcern.org](http://www.chinaconcern.org)**

**Australia**

PO Box 184  
Mango Hill, Queensland 4509  
Australia  
+61 (0) 7 3204 0777  
**[austraila@chinaconcern.org](mailto:austraila@chinaconcern.org)**

**Nederlands**

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1689 MK Zwaag  
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+31 229 236485  
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**Canada**

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**United States of America**

American Friends of ICC  
PO Box 137237  
Fort Worth, Texas 76136  
USA  
+1 817 680 8529  
**[usa@chinaconcern.org](mailto:usa@chinaconcern.org)**

**For any further information about International China Concern  
teams, please contact:**

**[teams@chinaconcern.org](mailto:teams@chinaconcern.org)**