



EAGLE CONDOR

HUMANITARIAN

Intern Application

INSTRUCTIONS:

- Print this application and fill it out according to instructions. Please read the agreements carefully.
- Prepare a personal check, to Eagle Condor Humanitarian (ECH), in the amount of \$500 for the first month and \$500 for each succeeding month of your internship. This fee includes your housing in your assigned area and ECH program expenses. Please check with ECH HQ staff for specific meals included. (No refunds for any reasons once the internship process has begun.)
- Mail your completed application, your internship fee, a copy of your passport and a picture of yourself to:
Eagle Condor Humanitarian
7135 S. Highland Dr. Ste #210
SLC, UT 84121

Ensuring the safety and well-being of our children and volunteers is the top priority for ECH. For this reason ECH requires:

- Background checks of all applicants
- An understanding that this application is between the applicant and ECH. ECH will only communicate with the intern, not the parents unless there is an emergency. This establishes trust, an efficient line of decision making for various situations.
- ECH strongly encourages Interns securing personal insurance coverage and provide copies for ECH in case of an emergency.

If you have any questions regarding this process, please contact the Eagle Condor Humanitarian office by emailing laura@eagle-condor.org, or by phone at (801) 263-2000.

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
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2. PERMANENT Mailing Address (Street, City, State, Zip/Postal Code, Country)	PERMANENT Telephone Number
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3. Current Telephone Number/Cell Phone	E-mail Address	Passport # and Exp. Date (if don't have now, e-mail later)
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4. Date of Birth	Social Security #	Driver's License # & State	Sex (M/F)	Nationality (i.e. USA, Canadian)
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5. Marital Status	Name of Spouse (if married)	Number of Years Married (if married)
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6. Mother/Father/Guardian's Name	Address	Telephone #	E-mail Address
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7. Dates & Location 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 two (2) 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) additional 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 _____

Company Name _____

Name of Supervisor _____

Name of Supervisor _____

Telephone _____

Telephone _____

Dates Employed—From _____ To _____

Dates Employed—From _____ To _____

EDUCATION

High School _____

College/University _____

City & State _____

Number of Years Attended _____

Year Graduated _____

Degree/Date Graduated _____

PROGRAM LOCATION PREFERENCES

ECH 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: (Please list the area) _____

___ I prefer to serve in Colombia

___ I prefer to serve in a domestic internship working with the office staff in the SLC area

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 ECH 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 qualities that ensure you can be on your own, be resilient and manage difficulties in a 3rd world situation.
6. List any volunteer experiences you have had or activities in which you have participated.
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 Eagle Condor 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 ECH's volunteer program. I agree to all terms and conditions set forth by Eagle Condor Humanitarian and agree to live according to ECH'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 Eagle Condor Humanitarian harmless of any and all claims of real or perceived injury or loss I may sustain during my association with Eagle Condor Humanitarian. I voluntarily, knowingly and unconditionally give Eagle Condor 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 Eagle Condor 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.

EAGLE CONDOR HUMANITARIAN CODE OF CONDUCT

General: Eagle Condor 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 ECH, may be removed from the program and **returned home at the volunteer's own expense, immediately** with no reimbursement of deposit or intern fees. Examples include: consuming alcohol, using illegal drugs including tobacco, profane language, breaking curfew, taking pictures when prohibited, violating confidentiality policies, and/or engaging in inappropriate relations with the opposite sex. Understand while participating in an ECH program you are an ambassador for our organization and your country.

Host Guidelines: You are not to invite visitors of any kind into the shelters, host families homes, or orphanages without the permission. **You are never to be alone with a child.** You are never to physically or severely discipline the children; if severe discipline is needed it will be brought to the attention of the staff. There will be no sexually explicit behavior or discussion. No sex education will be permitted without specific and detailed permission from the host staff. Curfew is sundown unless otherwise authorized.

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

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 inappropriate shorts, short skirts, tank tops, sleeveless or revealing clothes allowed.** The people ECH works with in Peru and Colombia are conservative. While you will see some locals and 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 during your internship.**

Religion: Eagle Condor 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 ECH try to support our volunteers physically, emotionally and spiritually, ECH 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, host facilities or Drop-in Center. No traveling after dark. No hitchhiking. **All plans to travel away from the assigned area must be cleared with a staff member in headquarters at least two weeks in advance, with details of where, with whom, and how.**

Pictures: No inappropriate movies. No movies that would be rated R 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 will be notified.

I, applicant's name is below, have read, understood and agree to live by Eagle Condor's Code of Conduct, while on my internship with Eagle Condor, at all times while participating in the program.

Applicant's Signature: _____ Date: _____