

MURLOUGH HOUSE APPLICATION

This is for everyone participating in ministry through
Murlough House



Team Leaders, Team Members, Intern's and Summer Staff

Social Security/National Insurance Number _____

First Name _____ M.I. _____

Last Name _____ Facebook Name/Group _____

TEAM Name _____

Term Applying for

(Please check one) please note date if possible

Mission Team Summer Fall Spring Date

Gender

Male Female

Date of Birth _____

Home Address _____ Work Address _____

Primary Phone _____ Cell Phone _____

E-mail (Print clearly) _____

Person to contact in case of emergency

Name _____ Relation _____

Address _____

Contact Number _____

Current School _____

Address _____

Year _____ Major _____

Please comment and explain your experience in each of the following areas

*If you need more room to comment please insert or attach in a word document

Discipleship _____

Evangelism (Door to Door/ Street/ Open Air) _____

Speaking / Teaching _____

Drama / Puppet Ministry _____

Singing/ Musical Instrument _____

Sports _____

Technical Skills _____

Administrative / Office _____

Coffee Bar / Barista _____

Leadership qualities or other relevant experience _____

Health and Legal Questions

1. Have you been under medical or psychiatric care in the past year?

Yes No

If yes, please explain. _____

2. Do you have any physical limitations or special medical requirements? **Dietary Restrictions / Food Allergies?**

Yes No

If yes, please explain. _____

3. Do you have a history of alcohol/substance abuse, or an eating disorder (i.e. anorexia or bulimia)?

Yes No

If yes, please explain. _____

4. DO YOU HAVE A CRIMINAL RECORD?

Yes No

If yes, please state the nature of the record on the declaration form provided in this application.

NOTE: Whether or not you have been convicted of a criminal offense in the past all applicants must fill out a declaration form and send it along with this application.

5. All applicants must also have a statement from their local police authority to state that they have had convictions that would prevent them from working with children.

PLEASE NOTE

As a non British citizen coming to work as a volunteer in the United Kingdom, we are required to ask for a Statement from your Police Authority confirming that you do not have a criminal record.

PROJECT EVANGELSIM: CHILD PROTECTION POLICY STATEMENT

Staff and volunteers at Murlough House are devoted to promoting the welfare of all children regardless of age, sex, creed, race, sexual orientation or political affiliation by providing an environment of safety and protection from harm or endangerment.

Our organisation seeks to ensure that children are allowed to have fun and feel accepted within an environment that will secure their safety and well-being.

We, the staff and volunteers at Murlough House recognise that it is our responsibility to be aware of the possible conditions, issues and situations that can place a child in harm. Therefore, we are eagerly committed to upholding a standard of care and safety from any kind of harm in congruence with current legislation and government policy and procedures. We will also make the necessary changes to our policy at regular three year intervals in light of a change in needs, legislation and guidance to ensure that each child is protected and their safety is paramount.

It is our first and foremost responsibility to provide children protection by upholding the following:

- Ensuring that each child's welfare and safety is our paramount concern and responsibility.
- Making sure our procedures and guidelines are carefully outlined and followed for the recruitment and selection of staff and volunteers working at Murlough House for any length of time.
- Adhering to a standard of care involving a code of behaviour regarding child protection that is to be strictly followed by all staff, volunteers and children.
- Providing adequate, appropriate, efficient and qualified supervision, training, and support for all staff and volunteers at Murlough House.
- Effectively training our staff and volunteers on child protection practice, procedures and guidelines and making sure that they have read through, understand and agree by signing an agreement to follow all procedures and guidelines outlined regarding child protection
- Reporting any concerns regarding inappropriate behaviours, child abuse, neglect or harm to a child in any way to the appropriate authorities such as the local police or Social Services.
- Involving both children and parents in any and all decisions and proceedings related to them or their child.
- Making sure that each child and their parental or legal guardian is made aware of our guidelines, procedures, policies, professional roles, responsibilities, duties and powers established here at Murlough House.
- Partnering and working together with families throughout each stage involved in the child protection process and sharing all information with the necessary family members involved.

It is Murlough House's policy that:

- We have the proper designated and deputy child protection personnel who are trained and responsible for being the liaison and contact personnel who will follow through in actions regarding any concerns, disclosures or allegations brought to their attention. They will also deal with any concerns related to staff and/or volunteers who are interacting with children. The designated person at Murlough House is Richard Shilliday and is the first person to contact regarding any child protection issues. Cynthia Swavey is the deputy-designated person who would be contacted in cases of emergency when Richard is not available.
- The designated and deputy personnel have received formal training regarding child protection procedures and guidelines and are capable of making appropriate decisions, referrals and actions to Social Services or local police.
- Certain steps are clearly outlined regarding the process of recording and referring any allegations, disclosures or concerns that arise and will be completed in a timely manner.
- All staff members and volunteers will receive the necessary background checks appropriate to allow them to work with children.
- All members of staff and volunteers working with children will adhere to the code of practice and behaviour outlined.
- The child's welfare is paramount. Therefore, if a staff member or volunteer discerns that any concerns or comments raised by the child are severe enough to signify that the child's life might be in danger it is their responsibility to breach confidentiality and inform the designated person. It is the responsibility of the designated person to take the next step by making a record of concern and contacting the appropriate officials. However, every effort should be made to let the child know that only those who need to be notified of the information will be contacted.
- All staff and volunteers will adhere to a hands-off policy regarding physical contact with children at all times.

I agree to abide by the standards of behavior and practice outlined in this child protection policy statement. I have read through Murlough House's child protection policy and agree to adhere to the standard of care regarding behavior and practices toward children that are explained in the policy.

Signature _____ Date _____

BASIS OF FAITH

PLEASE PRINT, SIGN AND RETURN, ALONG WITH YOUR APPLICATION

- DIVINE INSPIRATION OF SCRIPTURE AND ITS SUPREME AUTHORITY IN ALL MATTERS OF FAITH AND CONDUCT.
- THE UNITY OF THE FATHER AND THE SON AND THE HOLY SPIRIT IN THE GODHEAD.
- THE UNIVERSAL GUILT AND SINFULNESS OF HUMAN NATURE SINCE THE FALL, RENDERING MAN SUBJECT TO GOD'S WRATH AND CONDEMNATION.
- REDEMPTION FROM THE GUILT, PENALTY AND POWER OF SIN, ONLY THROUGH THE SACRIFICIAL DEATH OF JESUS CHRIST THE INCARNATE SON OF GOD, AS OUR REPRESENTATIVE AND SUBSTITUTE.
- THE RESURRECTION OF JESUS CHRIST FROM THE DEAD.
- THE NECESSITY OF THE WORK OF THE HOLY SPIRIT TO MAKE THE DEATH OF CHRIST EFFECTIVE TO THE INDIVIDUAL SINNER, GRANTING HIM REPENTANCE TOWARDS GOD AND FAITH IN THE LORD JESUS CHRIST.
- THE INDWELLING, AND WORK OF THE HOLY SPIRIT IN THE BELIEVER.
- THE EXPECTATION OF THE PERSONAL RETURN OF THE LORD JESUS CHRIST.

I hereby subscribe to the above statement of the Basis of Faith:

Signed: _____

Date: _____

Name (In block capital letters) _____

COVENANT

In order to maintain a Biblical standard for appropriate Christian behavior and conduct, anyone who comes to work with Project Evangelism is asked to read and sign our covenant.

If accepted to work with Project Evangelism I hereby agree to the following:

- I will respect the doctrinal statement of Project Evangelism.
- I will obey all rules and guidelines set by Project Evangelism, i.e. curfew, schedule, etc.
- I will respect the authority of Project Evangelism staff.
- I will participate in delegated scheduled activities.
- I will come with the intention of serving the Lord and not with the intention of seeking to develop a romantic relationship. I will have only appropriate physical contact with members of the opposite sex during my stay in Northern Ireland.

Project Evangelism believes that according to scripture sexual relations is reserved for marriage and that same sex-relations is absolutely forbidden. Please note that anyone found to be involved in sexual activity would be asked to leave immediately.

- I will refrain from contributing to the promotion of alcohol i.e. buying merchandise etc.
- I will take the attitude of a servant and always look for ways to serve others.
- I will be patient, encouraging and kind to team members and Project Staff regarding cultural and personality differences so that our unity will be a worthy demonstration of the body of Christ.

During your time with Project we aim to make the most of your experience with us. We desire for you to be challenged and encouraged in your walk with Christ and to press towards a deeper relationship with Him. We ask that you come with an open heart to receive whatever God has in store for you.

Signature _____ **Date** _____

When complete mail to:

Murlough House, Keel Point, Dundrum, Newcastle, Co Down BT33 ONQ, N. Ireland.

Phone: from overseas: 011-44-28-4375-1480

US Coordinators: 513-385-5803

Applications should be received 2 months prior to Departure Date, thank you.

(Include the Confidential sheet, your references and Police statement and/or Child abuse history clearance form)

PLEASE COLLATE AND PRINT IN BLACK & WHITE

CONFIDENTIAL

DECLARATION FROM ALL STAFF AND VOLUNTEERS WORKING WITH CHILDREN AND YOUNG PEOPLE WHILE AT MURLOUGH HOUSE

Please fill in the following form completely and thoroughly with as much information possible declaring your legal status and personal identity.

Do you have any prosecutions pending or have you ever been convicted of any offence by police authorities?

YES **NO**

If yes, please provide a detailed description of any and all pending prosecutions, convictions, cautions, or bind-overs.

Offence(s)	Approximate Date of Court Hearing	Name of Court/ Location	Description of Offence

LAST NAME

M.I. **ANY SURNAME PREVIOUSLY KNOWN AS**

FIRST NAME

STREET ADDRESS

CITY/TOWN

POSTAL CODE/ZIP CODE

STATE/PROVINCE/COUNTY

COUNTRY OF ORIGIN

PREVIOUS ADDRESS/RESIDENCE

(Within the past 5 years)

D.O.B

PLACE OF BIRTH

(Town, Province/State, Country)

You are advised under the provisions of the Rehabilitation of Offenders (Exceptions) Order (NI) 1979 as amended by the Rehabilitation of Offenders (Exceptions) Amendment Order (NI) 1987 to declare all convictions including spent convictions.

I am declaring that all the information stated above is accurate and an exhaustion of my legal status and personal identity.

Signed _____ *Date* _____

To be filled out and returned by TWO Professionals

Volunteer Reference Form

_____ has applied as an volunteer with project Evangelism in Northern Ireland from _____ to _____. The applicant has given your name as a referee and we would appreciate your prompt response. **Mission Team Name** - _____

If you are happy to complete this reference, all the information contained on the form will remain absolutely confidential and will only be shared with the applicant's immediate supervisor should they be offered a position here at Murlough House. We would appreciate you being extremely candid and honest in your evaluation of this person.

1. How long have you known this person?

2. In what capacity?

3. What attributes and qualities does this person have that would make them a suitable volunteer for this position?

4. How would you describe his/her personality and application to life?

5. Please rate this person on the following? (*Please tick one box per attribute*)

Attribute	Poor	Average	Good	Very Good	Excellent
Organizational Skills					
Attention to detail					
Efficiency in approaching and completing a task					
Communication Skills					
Relationship Priorities					
Willingness to take responsibility for behaviour/activities					
Discipline					
Maturity					
Self Motivation					
Can motivate others					
Commitment					
Trustworthiness					
Flexibility					
Reliability					

6. How would you say this person responds to authority? Please describe.

7. Please rate this person on the following (*Please tick one box per entry*)

	Poor	Average	Good	Very Good	Excellent
Ability to carry out instructions efficiently					
Ability to tolerate other viewpoints and perspectives					
Willingness to receive correction when required					

8. Please include here any additional comments you might want to add about this applicant.

This post involves substantial access to children. As an organization committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children or young people.

Yes No

If you have answered 'Yes' we will contact you in confidence.

Signature _____ Date _____

Your name _____

Address _____

Phone Number _____

E-mail _____

Title/Position _____

Relationship to applicant _____