



## INTERN APPLICATION

**Thank you for your interest in interning with Onthatile Children's Ministries. Please read this note prior to beginning your application.**

Information regarding the Onthatile Intern Application:

Pray! Pray throughout this process – asking God for wisdom and guidance, both for you and for us. Pray you will learn and grow from this process whether you end up serving with us as an intern or not. We will be praying too.

Before filling out the Application, please read at least parts 1 and 2 of the Information Packet. Part 3 will give you more information about South Africa, but it is included for interest and the information is not essential to be read before you apply. As we said in the introductory letter, we want you to make a careful and informed decision, and we only want you to apply if you are eager to really “dive in” and take hold of this opportunity with both hands. Contact Onthatile if you have any questions: [onthatile.sa@gmail.com](mailto:onthatile.sa@gmail.com).

You will need to have a church leader from your current church fill out a reference form for you. (If you would prefer to have a leader from a previous church fill out your reference, please e-mail Onthatile and explain the situation. If approved, you will still need to have a leader from your current church fill out a briefer reference/ consent form). This leader should not just be someone who fills out the form for you, but rather someone with whom you can dialogue about the internship and who will give you good counsel about whether you should go, when you should go, how you should prepare, etc. Ideally this leader should be one of your pastors or elders. If your church is a particularly large church, you may have a Bible Study leader or some other leader in the church fill out the reference. In that case, one of your pastors or elders will still need to sign the bottom of the form stating that the leader who filled out the reference form is in fact a leader in the church, that they trust them to be your reference, and stand behind that leader's commendation of you as an intern. In addition, we ask that you provide two additional references that aren't family members. Share the information packet with your references so they can be fully informed. Do they think you should intern with us? If so, when do they think you should intern with us, and for how long? (in light of other responsibilities you have, support you need to raise/save, etc.) They are also welcome to contact Onthatile with any questions they have: [onthatile.sa@gmail.com](mailto:onthatile.sa@gmail.com)

If you are under 21 years of age, you will need consent from your parents in order to come and intern with us. If you are aged 21-23 and still live with your parents or are financially dependent on them, you will also need their consent. Your parents should read parts 1 and 2 of the Internship Information Packet so they know what they are giving consent to.

Get counsel from godly and wise friends and family – at least some of whom know you well. Do they think you should intern with us? If so, when do they think you should intern with us, and for how long? Don't just ask them what they think you should do – also ask them why they think so. Even if you decide you disagree with their conclusions, they may present some good things for you to think through. You will need to provide two additional references with your application.

Consider when you would want to intern and for how long. Remember that 1 month is the minimum we would like for interns to serve (we may be able to make exceptions depending on your circumstances and ours, but not always). We try to line up interns at least 3-4 months in advance, and we can only accommodate so many interns at a time. Please let us know when you would like to intern as far in advance as you can, and it would be helpful if you can give us multiple dates as possible times for you to come.

When you apply, please already have a plan in place for covering your support. When you consider how long you would like to come, please weigh up the financial factor very carefully.



## INTERN APPLICATION

Fill out the application form and send it to us. Have your pastor and other references (and parents, if applicable) fill out the reference and consent forms and email them directly to us (you should not see the filled out forms). You will also need to complete our background check process, which includes a criminal history check and a sexual offenders check. Your application includes ALL these components and we will not accept you as an intern until we have received and reviewed them all.

Please remember – applying does not guarantee that we will accept you! We will prayerfully consider your application, make a decision as soon as we can, and get back to you. We may want to dialogue back and forth with you and/or your pastor and/or parents before we make a decision. Also, even if we accept you, we may not be able to have you come when you would like to come. Please don't buy plane tickets or quit your job until we let you know we have accepted you and when we would like you to come!

Even after you have been accepted, there are non-negotiables you must have in place in order to come. South Africa will not allow you into the country if you do not have a current passport (that will still be valid when you return to the USA) with two blank pages back to back. If you are coming for longer than 90 days, you will need a visa. There is no way around these requirements! Further, Onthatile will not allow you to come if you do not have your support raised and health insurance that will cover you while you are here. If ANY of these factors are not in order, **YOU WILL NOT BE ABLE TO COME!**

We have provided a "Ready to Depart Check List" (after the application form in this section of the Information Packet) to help you be sure you have everything in order before you come. Please reference that check list often and be sure you are working towards having every item on the list in order in a timely manner. Please fill out that form and send it to us 2 weeks before you are scheduled to arrive so we can assess how well your preparations are coming along.

We've emphasized the responsibility you must take in this process. Let us also emphasize the truth that we serve a faithful, gracious God, who rules over all, and does so with perfect wisdom. He works all things together for the good (the Christ-likeness) of those who love Him (Romans 8:28-29). He can be trusted fully. While working hard on support-raising, getting forms filled out, your health insurance covered, etc. don't allow yourself to become anxious. Look to God for the grace you need – He gives a peace that passes understanding. Look to Him for the provision you need – He is the owner of the cattle on a thousand hills. And trust that He is working all things for your good, in all the ups and downs, and whether it works out for you to come and intern with us or not. If you come and intern with us, we trust God will bless and grow you through your time here. If you don't, we trust He will have other good things in store for you. And either way, we trust He'll use this whole process to bless and grow you.



Date of Application:

\_\_\_ / \_\_\_ / \_\_\_

### INTERN APPLICATION

Please print neatly. All information is held strictly confidential. As you will work with neglected, abandoned, and potentially abused children some information in this form is personal but is necessary for us to assess your ability to perform required responsibilities. This form must be complete in order for your application to be considered.

**Internship Information:**

Desired Internship Dates	Length of Internship Desired
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**Personal Information:**

Last Name	First Name	Name You Go By
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Street Address	City	State/Country	ZIP
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Current Occupation/Student Status	Name of Employer/School	Number of Years
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Gender	Birthdate	Age	Marital Status
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Phone Number	Email Address	Facebook Page	Skype Username
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Are you currently in a relationship? Yes No  
If your relationship is leading toward marriage, when do you plan to get married? \_\_\_\_\_

How long have you lived at your current address? \_\_\_\_ Years and \_\_\_\_ Months

Please list your complete addresses for the last five years:

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**Emergency Contact Information:**

Name	Relationship	Phone Number	Email Address
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T-Shirt Size: Adult Small Adult Medium Adult Large Adult X-Large Adult XX-Large

Do you have certifications in the following? CPR First Aid Nursing EMT

How did you hear about the internship opportunity with Onthatile?

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## INTERN APPLICATION

Please describe why you wish to intern with Onthatile Children’s Ministries and what your goals are for the internship:

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Have you committed your life to Jesus Christ? Yes No Please share your testimony. How did God view you before you were saved? How did you hear the gospel? What is the gospel message and how is your life different now that you believe?

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What is your family background?

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What church do you currently attend? How long have you attended there? What ministries do you serve in?

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What experience have you had working with children?

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Do you have any previous training or background in dealing with abused, neglected, or abandoned children? Yes No  
Please explain:

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Were you a victim of abuse, neglect, or abandonment as a minor? Yes No  I wish to discuss privately  
Please explain:

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## INTERN APPLICATION

Please circle all the words below which you believe accurately describe you:

- |           |               |             |             |           |            |
|-----------|---------------|-------------|-------------|-----------|------------|
| Timid     | Gentle        | Impatient   | Modest      | Nervous   | Loving     |
| Tactful   | Mature        | Sarcastic   | Patient     | Angry     | Deliberate |
| Congenial | Compassionate | Stubborn    | Kind        | Studious  | Selfish    |
| Secure    | Considerate   | Abrasive    | Trustworthy | Motivated | Verbal     |
| Organized | Impulsive     | Intelligent | Insecure    | Relaxed   |            |

List below two strengths and two weaknesses you have in working with children. Please be specific:

Strengths:

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Weaknesses:

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Have you ever been arrested for a criminal offense? Yes No

Have you ever been convicted of or plead guilty to a crime? Yes No

Have you ever been arrested for sexual misconduct? Yes No

Have you ever been convicted of or plead guilty to sexual misconduct? Yes No

Have you ever taken drugs other than for medical purposes prescribed to you by your doctor? Yes No

Do you currently: use tobacco? Yes No use alcohol? Yes No use marijuana? Yes No use drugs? Yes No

If you answered "Yes" to any of the above, please explain:

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### Education History:

High School Name Date of Graduation

College/University Name Major/Degree Date of Graduation

Other Education Major/Degree Date of Graduation



## INTERN APPLICATION

### Medical History:

Do you have any medical conditions? Yes No If yes, please describe:

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Do you take any medications? Yes No If yes, please list medicine, reason, and side effects (if any):

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Have you had any serious illness or injuries in the last 3 years? Yes No If yes, please list:

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Do you have any dietary restrictions? Yes No If yes, please list:

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Do you have any physical handicaps, conditions, or limitations preventing you from performing any type of activity?

Yes No If yes, please describe:

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### References:

Please provide three forms of reference, not including family members. One reference must be your current pastor. All references must be complete prior to your application being considered. Please ask your reference to submit the form directly to us by email.

Current Pastor's Name	Length of time known	Email Address

Name	Relation to you	Length of time known	Email Address

Name	Relation to you	Length of time known	Email Address

Please list any questions or concerns you have after reading the Intern Information Packet, Parts 1 & 2:

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### Required Commitments:

In Part 2 of the Internship Information Packet there is a section titled "Expectations and Required Commitments."

Please reference that information for explanations of what we mean by each of these commitments. If you intern with us:

Will you commit to being flexible and servant-hearted? Yes No

Will you commit to living in a way that honors Christ? Yes No

Will you commit to pursuing biblical conflict resolution? Yes No

Will you submit yourself to the authority of Onthatile Children's Ministries leadership during your time with us? Yes No

In the information packet we explained that this internship is unpaid, and that interns must raise \$20 per day to cover their expenses while they serve with us. Do you agree to take full responsibility for raising these funds? Yes No



## INTERN APPLICATION

### Applicant's Statement

I have fully read, understand, and agree to the information outlined in the Intern Information Packet, Part 1 & 2 Yes No

I have fully read the checklist and understand what is required of me at least 2 weeks prior to arriving in South Africa and understand that even if I am accepted into the internship program if I do not complete the required activities I will not be allowed to intern with Onthatile Children's Ministries. Yes No

I agree to give Onthatile Children's Ministries and staff permission to use any photos taken of me or other photos I take during my time with the ministry for promotional or ministry needs. Yes No

I understand that Onthatile Children's Ministries can terminate my internship and send me home if I do not abide by the commitments I have made in this application. If I am sent home early, none of the monies I have paid for plane travel or expenses incurred during my time with Onthatile will be reimbursed, and I will be responsible for any additional cost resulting from changing my return plane ticket. Yes No

I confirm that everything I've filled out in this application is accurate and true, to the best of my knowledge. Yes No

I confirm that I am aware of the crime concerns in South Africa. I also acknowledge that accidents can happen wherever I am. I release Onthatile Children's Ministries from any liability whatsoever should any harm befall me while I am in South Africa or during my travels there and back. Yes No

### Applicant's Signature

Print Name

Signature

Date

### For Office Use Only:

Date Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

References Received: Pastoral  General Reference 1  General Reference 2

Background Check Results: Recommend  Further Action Required

Date and Time of Interview:

Interviewers:

Interview Outcome:  Highly recommend  Recommend  Recommend with reservations  Prefer not to recommend

Reason:

Approved for Internship: Yes No

Ready to Depart Checklist Received and Complete: Yes No



## INTERN APPLICATION Pastoral Reference Form

Please provide your current pastor with this reference form, completing the first line prior to giving it to them.  
By signing you understand that you waive your rights to review or access letters of recommendation written on your behalf.

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Applicant's Name	Signature	Date
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How long have you known the applicant? \_\_\_\_\_ Years and \_\_\_\_\_ Months

How well do you know the applicant?  Close personal relationship  Fairly well  Casually  By name only

Describe the applicant's church attendance. She attends:  Weekly  Occasionally  Unsure

Does the applicant profess to be born again?  Yes  No\*

Do you observe/see evidence of this profession?  Yes  No\*

Is the applicant's reputation consistent with your answers above?  Yes  No\*

Has the applicant discussed or sought counsel regarding participation in this internship from you?  Yes  No\*

Do you believe they are ready to serve in this capacity?  Yes  No\*

To your knowledge, has the applicant been convicted of a crime?  Yes\*  No

To your knowledge, has the applicant been investigated for or accused of sexual or physical abuse?  Yes\*  No

Please list any areas of unrepentant sin that would hinder the applicant's ability to serve with Onthatile Children's Ministries:

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Comments: Please share any additional information that you believe would be helpful in our decision to accept the applicant into our ministry as an intern. In addition, please provide comment if one of the starred (\*) answers was your answer.

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**Based on the information requested and my knowledge of the candidate, I:**

Highly recommend  Recommend  Recommend with reservations  Prefer not to recommend

Reason for recommendation selection:

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**Thank you for completing this reference. For information regarding this internship, please visit [www.onthatile.org](http://www.onthatile.org).**

**Please return this form promptly to: [onthatile.sa@gmail.com](mailto:onthatile.sa@gmail.com)**

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Name	Title/Role	Church
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Phone Number	Email Address
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Signature	Date
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## INTERN APPLICATION General Reference Form

Please provide 2 individuals (not family members) with this reference form, completing the first line prior to giving it to them.  
By signing you understand that you waive your rights to review or access letters of recommendation written on your behalf.

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Applicant's Name

Signature

How long have you known the applicant? \_\_\_\_\_ Years and \_\_\_\_\_ Months

In what capacity do you know the applicant?

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How well do you know the applicant?  Close personal relationship  Fairly well  Casually  By name only

Does the applicant profess to be born again?  Yes  No\*

Do you observe/see evidence of this profession?  Yes  No\*

Is the applicant's reputation consistent with your answers above?  Yes  No\*

Has the applicant discussed or sought counsel regarding participation in this internship from you?  Yes  No\*

Do you believe they are ready to serve in this capacity?  Yes  No\*

To your knowledge, has the applicant been convicted of a crime?  Yes\*  No

To your knowledge, has the applicant been investigated for or accused of sexual or physical abuse?  Yes\*  No

Please list any areas of unrepentant sin that would hinder the applicant's ability to serve with Onthatile Children's Ministries:

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Comments: Please share any additional information that you believe would be helpful in our decision to accept the applicant into our ministry as an intern. In addition, please provide comment if one of the starred (\*) answers was your answer.

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**Based on the information requested and my knowledge of the candidate, I:**

Highly recommend  Recommend  Recommend with reservations  Prefer not to recommend

Reason for recommendation selection:

---

**Thank you for completing this reference. For information regarding this internship, please visit [www.onthatile.org](http://www.onthatile.org).  
Please return this form promptly to: [onthatile.sa@gmail.com](mailto:onthatile.sa@gmail.com)**

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Name

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Phone Number

Email Address

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Signature

Date



## INTERN APPLICATION

### Parental Consent Form

Required for applicants under 21 or for all applicants ages 21-23 still living at home or financially dependent on parents

Your child is interested in the possibility of interning with our ministry in South Africa. The majority of their responsibilities would be related to serving in a home for orphaned and abandoned babies.

We've provided them with an extensive information packet providing more information and have asked them to make it available to you. It should answer most questions you may have. We don't expect you to read all of the information packet, however, we would appreciate it if you would read "About the Internship Itself" in Part 1, as well as "Crime Concerns" and "If you come: Required Commitments" in Part 2 before you answer the following questions:

Has your child discussed or sought counsel regarding participation in this internship from you? Yes No\*

Do you believe they are ready to serve in this capacity? Yes No\*

Do you believe it is wise for your child to serve with us at this time? Yes No\*

Do you give consent for your child to intern with us? Yes No\*

Comments: Please share any additional information that you believe would be helpful in our decision to accept your child into our ministry as an intern. In addition, please provide comment if one of the starred (\*) answers was your answer.

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By signing below, you state that you are aware of the crime concerns in South Africa. Further, you acknowledge that accidents can happen wherever you are. You release Onthatile Children's Ministries from any liability whatsoever should any harm befall your child while serving in South Africa or on their travels there and back.

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Parent or Guardian Print Name	Signature	Date
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Parent or Guardian Print Name	Signature	Date
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## INTERN APPLICATION Ready to Depart Checklist

This checklist is due 2 weeks before you are scheduled to arrive.

1. Have you raised all financial support required to cover your entire time with Onthatile? (Round trip plane ticket, daily fee of \$20, and any additional expenses)

Yes  No

If no, how much do you have left to raise? Please describe why your full support is not raised and how you plan to raise the rest of your support.

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2. Have you deposited your daily fee amount (\$20 per day) in the [Onthatile Ministry Account](#)?

Yes  No

3. Do you have a current passport that will still be valid when you return to the USA?

Yes  No

Does your passport have at least two consecutive blank pages (required by SA)?

Yes  No

4. If staying longer than 90 days, have you received your volunteer visa?

Yes  No or N/A

5. Do you have health insurance (at least a hospital plan/major medical) that will cover you for the full length of your time with us?

Yes  No

Provider and Plan Information:

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6. Do you have your International Driver's License? (Not Required)

Yes  No or N/A

7. Have you forwarded Onthatile a copy of your flight itinerary?  Yes  No

Date/Time of Arrival in SA: \_\_\_\_\_

8. Are there any final concerns/issues/questions we should be aware of before you arrive?
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