



Antara Association Incorporated

PO BOX 83 202, AUCKLAND, NEW ZEALAND

ANTARA YOUTH RETREAT STAFF APPLICATION FORM

Thank you for your interest in becoming a member of the Antara Youth Retreat staff.

Many people with various skills are interested in helping at the retreat and all have a different reason for wanting to help. There is the obvious one on one contact directly with the young residents staying at the retreat. There are also many other areas of work and different skills required to make a place like the retreat tick. Some may wish to work at the retreat over their annual holidays. Some may wish to commit to a six month live-in stay, while another may attend the retreat once a week for a few hours to teach maths, or communication skills or offer a therapy of some description. Even a couple of hours doing fundraising or office work is really appreciated. Everyone has something to offer. Most importantly, the retreat is a place of "People Helping People,,," and we are all constantly learning from one another. This can be challenging at times but of course is extremely rewarding as well.

If you are unfamiliar with Antara a lot of information is available from our website www.antara.co.nz. Come to one of the open days, held on the afternoons of the second and fourth Sundays of the month, and get a feel for the place and how we work. If interested in a long-term stay, you may wish to come for a trial period so we all get to know one another.

If you are interested in helping at the retreat we need to get some information about you. You can appreciate our need to be thorough and anyone working with the residents must complete this form. Whilst questions are asked, people that have gone through difficult periods in their lives often have the most to offer. We have a very diverse group of staff and believe this is very important in offering a balanced programme for the residents.

This is a private document and we regard its contents as confidential as required by the Privacy Act 1993.

Antara reserves the right to terminate your stay or work at the retreat at any time. Obviously we accept the right of any staff member to do the same.

We greatly appreciate your application.

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If there is not enough room for your answers, continue on a separate sheet of paper remembering to number your answers.

Given Name(s): Surname:

Postal Address:

Date of Birth: Daytime Phone: Evening Phone:

Email Address (if appropriate for corresponding):

If applying for a short or long term live-in stay, you will need to give details of at least two referees. Please also supply at least one reference. Referees must be people other than your parents or guardians e.g. teacher, employer, counsellor, neighbour, doctor, etc.

Full Name of First Referee:

Their Postal Address:

Relationship to Referee: Daytime Phone: Evening Phone:

Full Name of Second Referee:

Their Postal Address:

Relationship to Referee: Daytime Phone: Evening Phone:

Drivers Licence Held:

- No Licence Learners Licence Provisional Licence
 Full Licence

Please attach a copy of your drivers licence if you expect to be driving the retreat residents at any point during your work or stay.

Current Status: (Tick all boxes that are appropriate)

- A School Student A Tertiary Student Employed
 Self-Employed Receiving a Benefit Unemployed
 Part Time Job Travelling Holiday Retired
 Other:.....

1. How did you hear about the retreat?

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2. How were you thinking you would like to help at the retreat?

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3. What other skills or areas do you think you could potentially help?

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4. Will this require a live in stay and if so how long were you thinking of?

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5. Describe any qualifications in this area or related areas - please supply photocopies. *(NB: We do not regard formal qualification as being necessary to work at the retreat)*

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6. Describe your experience in this/ these areas if any.

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7. What is your motivation for wanting to help at the retreat?

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8. How well do you get on with others? Please describe.

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9. Have you had any experience with suicide? Please describe.

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10. Have you had any experience with drugs or alcohol abuse? Please describe.

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11. Have you ever had a drug and/or alcohol problem? Please give details.

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12. Tell us about yourself, your interests, likes and dislikes, your dreams, your thoughts on life.

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13. Please give details of any community groups you belong to.

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14. What ethnic groups do you belong to?

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15. Please describe your religious faith or philosophical beliefs, if any.

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16. Do you have any food allergies? If yes, please give details.

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17. Do you have any other allergies? If yes, please give details.

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18. Do you have any of the following health problems? *(Tick all boxes that are appropriate)*

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| <input type="checkbox"/> Heart Condition | <input type="checkbox"/> Pain/tightness in chest | <input type="checkbox"/> Fainting/Dizzy Spells |
| <input type="checkbox"/> Hernia | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Joint/Back Problems |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Back Pain | <input type="checkbox"/> Asthma |

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|--|---|---|
| <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Low Blood Pressure | <input type="checkbox"/> High Cholesterol |
| <input type="checkbox"/> Eyesight Problems | <input type="checkbox"/> Migraine | <input type="checkbox"/> Hepatitis A, B or C |
| <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Any type of ADD | <input type="checkbox"/> Sexually Transmitted Disease |

19. Do you have any other serious health conditions? If yes, please give details.
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20. If you do have any serious health conditions, please advise us of any treatments we should be aware of.
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21. Are you currently taking any medication? If yes, please give details.
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22. Have you ever been diagnosed as having any types of mental illness? If yes, please give details.
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Remember, this is a private document and your answers will be kept confidential. . It may sound surprising, but we do not regard having a criminal record as necessarily a reason to reject your application to work at the retreat.

23. Have you ever been charged with a criminal offence? If yes, please give details.
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24. Please list any criminal convictions.
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25. Have you ever been remanded for psychiatric assessment? If so, what was the outcome and describe the circumstances?
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26. Have you had any other police or Youth Aid involvement? Please describe.

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27. Please include any additional information you would like to add.

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I hereby declare that, to the best of my knowledge, the details given in this application form are correct.

Signed: Date:/...../.....

Thank you for completing this form. Please also ensure you read the attached “Retreat Code of Ethics,,,

Post To: Antara Youth Retreat Staff Applications
PO Box 83 202
Edmonton
Auckland

We look forward to receiving your application.



RETREAT CODE OF ETHICS

Staff shall help and assist others at all times.

Staff shall recognise their responsibility towards the youth at all times, and shall act for the benefit of the youth.

When an action is to be taken be as sure as possible that the action will hurt no one.

Staff shall set a good example under all circumstances.

The confidences of the youth, shall not be breached or divulged to anyone, outside of the Retreat Staff*, without the youths' consent, except when required by law, or where failure to take action would constitute a menace or danger to the youth or others.

** This is only to be done, where it would be helpful to the youth for other staff to be aware of this information.*

Staff shall not give guarantees regarding the result of any course of action, treatment or path.

Staff shall not exploit a Youth for financial gain through inferences or misrepresentations of any sort.

Staff shall support fellow members of staff at all times.

For the safety of all concerned, staff are discouraged from being completely alone with youths. All staff shall remain in sight of at least one other staff member while alone with a young person. Otherwise at least two residents must be present at all times. In the case of therapy treatment, other staff are to be notified and at least one other person is to remain within calling distance.

The retreat welcomes people of all religions, beliefs and philosophies. The beliefs or religions of the youths shall be respected and no attempts shall be made to 'convert' them to any particular faith, philosophy or belief.

Staff shall not engage in any sexual behaviour or relations with residents.

Any person(s) that considers that this Code of Ethics has been breached in any way, should advise other staff immediately, as well as formalise their concern in writing to:

The Chairman
Antara Association Inc
PO Box 83-202
Edmonton
Auckland