



# Mission Internship Application

Greetings from UrbanPromise Toronto!

Thank for your consideration of our Mission Internship program. Please return the form (via mail or email) to begin processing of your application. Please be aware that complete processing of your application can take up to one month. All documentation is required before official acceptance into the internship program is granted.

## APPLICATION PROCEDURE

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1. Complete and return this application with a \$25 application fee.
2. Distribute copies of the reference form.
3. You will be contacted to confirm that your application has been received by UrbanPromise Toronto.
4. When all of your references have been received, you will be contacted for a phone interview.
5. Complete a criminal background check, and remaining forms.
6. After successful application, reference checks, interview and criminal background check, you will receive your official acceptance into the UrbanPromise Intern Program.

Please remember that the Intern Director is available to assist you in this application process and is available to answer your questions (contact info provided below). It is your responsibility to ensure all documentation is received by UrbanPromise Toronto in a timely manner.

UrbanPromise Toronto is excited to have you join our team!!

*"The Intern program is place where young Christian adults learn more about Christ, themselves, and their mission to serve others. My prayer is that you will see God at work within your life and through your life in this time dedicated to His calling. I know that as you walk along side the people who are most at-risk that God will use you to bless them in ways that you can't imagine – and He will use them to teach you just as much. "*

*-Jeremy Reurich*

### CONTACT INFORMATION

Intern Director: Jeremy Reurich  
UrbanPromise Toronto  
Email – [interns@urbanpromise.com](mailto:interns@urbanpromise.com)  
Cell – (647) 898-1333  
Office - (416) 516-6121  
Fax - (416) 516-3135



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## CONTACT INFORMATION

CHECK MISSION INTERSHIP YOU ARE APPLYING FOR:

**Year Internship**

- January – December
- June – May
- September - August

**Summer Internship**

- June – August

**NAME**

FIRST	MIDDLE	LAST
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**GENDER**

<input type="checkbox"/> Male	<input type="checkbox"/> Female
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**ADDRESS**

Number/Street Name	Apt. No
City	Province/State
Postal Code / Zip Code	Country

**HOME PHONE NUMBER**

**CELL/ MOBILE PHONE NUMBER**

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**BIRTHDATE**

Day	Month	Year
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**EMAIL**

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**PARENT'S NAME(S)**

<b>Father:</b>	<b>Mother:</b>		
Address (if different from above):	<p><b>If under the age of 18, parents must sign below:</b></p> <p>"I grant permission for my child to proceed with this application process. Having been approved for acceptance, I hereby give permission for my child to join the UrbanPromise team. I realize that this requires independent living skills as my child will be living in community with fellow interns. I realize that UrbanPromise staff will not live in intern housing. I realize that UrbanPromise, the intern apartments, and program sites are in the city of Toronto and solid common sense and personal safety skills are required. I hereby attest to the maturity of my child in being prepared to handle such a setting and am confident that, where questions or support is needed, they are able to seek out appropriate guidance from other interns, staff, and/or intern director."</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">SIGNATURE OF PARENT</td> <td style="width: 30%;">DATE</td> </tr> </table>	SIGNATURE OF PARENT	DATE
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## EXPERIENCE

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### CHURCH NAME / AFFILIATION

Name of Church	Pastors Name	Phone Number
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### EDUCATION

Name of School:	Year last attended:
	Level completed:

### PAST WORK AND VOLUNTEER EXPERIENCE

Employer	Job Title / Description	Dates



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## REFERENCES

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### 1. PASTORAL

NAME	TITLE
PHONE CONTACT:	ADDRESS:
E-MAIL:	HOW LONG HAVE THEY KNOWN YOU?

### 2. CO-WORKER / PEER

NAME	TITLE
PHONE CONTACT:	ADDRESS:
E-MAIL:	HOW LONG HAVE THEY KNOWN YOU?

### 3. PAST SUPERVISOR / MENTOR / TEACHER

NAME	TITLE
PHONE CONTACT:	ADDRESS:
E-MAIL:	HOW LONG HAVE THEY KNOWN YOU?

### 4. PARENT

NAME	TITLE
PHONE CONTACT:	ADDRESS:
E-MAIL:	HOW LONG HAVE THEY KNOWN YOU?



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## MEDICAL / HEALTH

At UrbanPromise Toronto, providing a safe environment for our children and youth is paramount. As such, we endeavour to be as forthcoming as possible with the stresses an intern can expect to experience in our environment. We also ask that applicants are upfront with UrbanPromise Toronto about past or current struggles and/or medical conditions. Where appropriate, this section of the application may also be reviewed by our Director of Counselling. Please be aware that, in some circumstances, further documentation may be required. Anything not disclosed can be grounds for dismissal.

**Information provided in the following section is kept in strict confidence.**

1. Do you have a history or any past incidents of:

- a. Emotional difficulties?
  
  
- b. Medical / physical conditions?

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2. Of these, what do you sense could impact:

- a. Serving a vulnerable population (children and youth)
  
  
- b. How you will live in community?

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3. Please check off any of the following conditions that you suspect may be true for you (even if it has not been medically diagnosed):

Condition	Yes	No	If Yes, Please provide more Information
Depression			
Eating Disorder (e.g. Anorexia, Bulimia etc )			
Anxiety			
Chronic Fatigue			
Allergies			
ADD / ADHD			
ODD			
Self Injury (e.g. Cutting)			
Anger Management			

**ARE YOU CURRENTLY ON ANY MEDICATIONS?**

4. YES / NO Please list with reason for use:

**SPECIAL DIETRY NEEDS / RESTRICTIONS AND ALLERGIES**

5. YES / NO Please describe:



# Mission Internship Application

## PERSONAL REFLECTION QUESTIONS

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Please answer each question with a paragraph on a separate sheet of paper.

### PERSONALITY AND HISTORY

6. Write a brief narrative of why you want to work with UrbanPromise Toronto and how you heard of us.
7. Briefly describe your family.
8. What words would best describe your personality?
9. What are your strengths and weaknesses?
10. Share positive and negative past experiences you have had in working under a team leader and what you have learned through those experiences.
11. What is your favourite secular book or movie and why?

### SPIRITUAL

12. Write a brief narrative of your past Christian experience.
13. In what area do you feel you have been most challenged in the past year?

### WORK SKILLS

14. What experiences do you have in working with children/youth?
15. UrbanPromise Toronto's Interns work primarily with 5-10 year olds, or 11-14 year olds. Which of these age groups do you feel you are best equipped to work with and why?
16. Describe any of your artistic, athletic, academic or music interests (including any formal training).

## CONSCENT

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I hereby apply for placement for the UrbanPromise Toronto Internship Program and authorise Urban Promise Toronto for further inquires from the above references. I confirm that all I have submitted is complete and true to the best of my knowledge.

17. SIGNATURE OF APPLICANT	DATE
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Please print four copies of the following reference form, write your name in the **Applicants Name:** box, and distribute to your four references (Pastoral, Supervisor, Co-Worker, Parent).



# Mission Internship Application

Intern Reference Form (page 1 of 5)

Applicants Name:

Reference Name:

Reference Phone Number:

Please fill out this form and return it IN A SEALED ENVELOPE as soon as you can to:

**Intern Program Director c/o UrbanPromise Toronto**  
364 Old Kingston Rd.,  
P.O. Box 97512 Scarborough, ON.  
M1C 4Z1 Canada.

Alternatively, you can also email it to

[interns@urbanpromise.com](mailto:interns@urbanpromise.com)

or fax

**(416) 516-3135**

Please read the following description of UrbanPromise Toronto and our expectations of the applicant before filling out the reference.

*UrbanPromise Toronto is a mission that began in 1998 with the vision to see change in government-housing neighbourhoods. UrbanPromise Toronto exists to proclaim the love of Jesus, and to express it through the spiritual, social, and educational development of children, youth, and families living in government-housing.*

*The Mission Intern program is designed as an entry point for young adults onto the mission field. Interns are placed under the direct supervision of an inner city missionary and are assigned one Toronto Community Housing neighbourhood to serve for the duration of their internship. In ministering to this neighbourhood they are expected to develop relationships with the families who reside there, lead bible studies, be available for prayer and counsel, design and implement homework clubs, day camps, community nights, as well as countless other responsibilities. All mission interns are not only tutors and caregivers, but are also expected to be mentors and spiritual leaders to the children and youth in their community.*

*We are committed to providing a safe and loving environment.*

The Information on this form is kept strictly confidential and is not seen by the applicant at any time.



# Mission Internship Application

The Information on this form is kept strictly confidential and is not seen by the applicant at any time. Please be aware that further documentation may be required.

## Intern Reference Form (page 2 of 5)

### RELATIONSHIP

In what capacity (i.e. Pastor, Co-worker or Peer, Supervisor or Teacher, Parent) do you know this applicant and for how long?

What are the applicants' strengths?

What are the applicants' weaknesses?

### CHARACTER

How would you describe the applicant's character?

*The following are categories that we would like for you to rank the applicants performance.*

CHARACTER	Superior	Above Average	Average	Below Average	No basis to assess	Comments
Kindness						
Disciplined						
Walks with integrity						



# Mission Internship Application

Intern Reference Form (page 3 of 5)

## WORK SKILLS

How would you describe the applicants' work ethic?

WORK SKILLS	Superior	Above Average	Average	Below Average	No basis to assess	Comments
Organizational skills						
Time Management						
Takes Initiative						
Integrity in work						
Punctuality						
Dependability						
Co-operative						
Willingness to learn						
Flexibility						

## EMOTIONAL HEALTH

Are you aware of any past history with emotional instability that could impact this applicants' work with a vulnerable population of children, youth or adults? (please describe)

Are you aware of any emotional conditions that could require additional support at the present time? (please describe)



# Mission Internship Application

## Intern Reference Form (page 4 of 5)

<b>EMOTIONAL HEALTH</b>	Superior	Above Average	Average	Below Average	No basis to assess	Comments
Conflict Management						
Anger Management						

### PHYSICAL HEALTH

Are you aware of any physical health problems/limitations that would inhibit the applicant from working effectively? (if yes, please describe)

### RELATIONSHIPS WITH CHILDREN/YOUTH

To your knowledge, is this applicant aware of appropriate boundaries when working with children/youth/mothers? Please explain

### SPIRITUALITY

Where do you see Jesus in the way the applicant lives their life?

<b>SPIRITUALITY</b>	Superior	Above Average	Average	Below Average	No basis to assess	Comments
Spiritual maturity						
Response to authority						
Moral integrity						
Christian Walk						

Interns live in co-ed dorm style apartments with many roommates and minimal privacy. The girls and boys live in separate apartments in the same building. How well do you think this applicant will live in this type of environment?



# Mission Internship Application

## Intern Reference Form (page 5 of 5)

How would you rate the applicants' potential to perform this role?

Superior

Above Average

Average

Below Average

Poor

Final Comments?

Signature of Reference:

Date:

Thank you for your time and consideration in filling out this form.