

PROJECTS APPLICATION

SURNAME _____ **NAME** _____ **Date** _____

APPLICATION FOR (Recovery | New Mothers | Chef Training) _____

ID No _____ Age _____ Referred by _____

TEL _____ CELL _____ Other _____

Residential Address _____

No. of Children	Ages	Who will look after the children while you are away?

Do you know anyone at HOC? YES ____ NO ____ **Names** _____

NEXT OF KIN AND EMERGENCY CONTACTS

Names	Relationship	Tel/Cell No

Church _____ Pastor's Name _____

Highest level of Education	Name of School/College/ University	Year Completed

Profession _____ Hobbies/Interests _____

EMPLOYMENT

From	To	Company Name	Reason for Leaving

CRIMINAL RECORD

Have you ever been arrested? YES _____ NO _____

When	Reason	Conviction	Sentence

Current/Outstanding Cases (Either as Accused or Complainant)

Description	Details

Are you on parole? YES _____ NO _____ Details: _____

DETAILS OF SUBSTANCES USED

Substance	Amounts	Daily/Weekly/ Monthly	DATE Used from	DATE Used until
Alcohol				
Cigarettes/Tobacco				
Marijuana				
Mandrax				
Heroine/Nyaope				
Crack				
Cocaine				
Ecstasy				
LSD/Acid				
CAT				
Tic				
Amphetamines				
Prescription Drugs				
Other				

PREVIOUS SUBSTANCE ABUSE TREATMENT

Place/Doctor	Medication	Date: From	Date: To	Completed

Have you been to HOC's RRP before? _____ When? _____

MEDICAL INFORMATION

It is very important that you are honest regarding your health and medical information provided.

General Medical	DATE: From	DATE: To	Prescribed Medication / Details
Asthma			
Back			
Epilepsy			
Diabetes			
Dental			
Injuries			
Insomnia			
Allergies			
Chronic Condition			
Other			
Mental Health	DATE: From	DATE: To	Prescribed Medication / Details
ADD/ADHD			
Anxiety			
Autism			
Bipolar			
Depression			
Eating Disorders			
PTSD			
Schizophrenia			
Other			
If Pregnant	No. of Months pregnant	Considering Adoption	Name, Surname and Details of baby's father (cell, email) – if applicable

Please sign to confirm that you are able to do a full day's work _____
Signature

Where will you go when you finish your programme? _____

Who will collect you from HOC? _____

What life change are you expecting to get by coming to HOC? _____

What role will you play in this expected change? _____

DECLARATION BY APPLICANT

Y N

1	Are you in contact with your spouse and children?		
2	Are you in contact with your family?		
3	Have you read and understood this application and have you answered truthfully		
4	You may not bring money, cell phones, tablets, computers nor cigarettes. Are you ready to start your recovery according to HOC's rules?		
5	HOC offers a working programme. Are you prepared to do a full day's work as well as any type of work that is required?		
6	Are you prepared to change your lifestyle and habits?		
7	You may not smoke at HOC. Are you still willing to join HOC's Recovery Programme?		
8	You may not engage in relationships with other residents or staff. Are you still willing to join HOC's Recovery Programme.		
9	A drug test may be done upon arrival. Should you test positive you may not begin your Recovery Programme at HOC. Do you understand that you will be asked to leave immediately?		
10	A drug test may be done at any stage of your stay at HOC. Do you agree to this?		

PLEASE NOTE

1. **There is no admin charge whatsoever for any application to be processed.**
2. HOC does not have medical facilities on the premises. In case of emergency, residents will be taken to Yusuf Dadoo or Leratong Government Hospitals only.
3. HOC is not able to cater for any special dietary needs.
4. HOC does not provide any medical assistance to residents with regards to any previous injuries, sicknesses, dentistry or any other pre-existing medical, psychological and/or health problems whatsoever. Any pre-existing conditions must be dealt with before you move in.
5. Should any of the information provided in the application prove to be false, the resident may be asked to leave Hands of Compassion within 24 hours.
5. Your interview does not mean that your application will be successful.
6. Hands of Compassion residents and programme participants are expected to abide by the organisation's rules and code of conduct. These will be emailed to you upon receipt of your application.
7. Once you have received the document, please sign and return it, acknowledging that you have read and understood and are willing to abide by the rules and code of conduct.
8. Should your application be successful, you will be contacted and advised of your date of admission to the programme. Resident intakes take place on WEDNESDAYS at 10H00. No intakes will be allowed for applicants who arrive late.
9. HOC reserves the right to ask any resident to leave the programme and HOC's premises with immediate effect for any reason at the sole discretion of HOC. Once the resident has left HOC's premises they may not return and HOC will no longer be responsible for the resident.

Acknowledgement by Applicant

I hereby acknowledge that the information I have provided in this application is accurate and truthful.

Applicant's Signature

Date

For your Application to be considered**TWO documents must be attached to this Application Form:**

1. A clear copy of ID (if South African) **OR** Passport (if not South African).
2. If you are a heroin user or in case of excessive long-term alcohol abuse a letter from a Rehab is required confirming you have completed detox.

In the case of all other substances, a letter from a GP confirming that you are fit to enter a Half-Way House facility.

IF YOU ARE ON CHRONIC MEDS a copy of the Doctor's script must be submitted.

The Process

1. Email Completed Application as well as required documents stated above to:
recovery@hocsa.org for the Rhema Recovery Programme **OR** newmothers@hocsa.org for 1) New Mothers Programme and 2) Chef Trainee Programme

Ensure you have answered **all the questions** and attached **all required documents** - including the signed HOC Code of Conduct which will be emailed to you.

Incomplete applications will not be presented to the Panel.

2. An appointment for an interview will be made with you.
3. Your application will be submitted to the Panel on Mondays.
4. You will be contacted on Monday or Tuesday with feedback on the decision of the Panel.

PLEASE NOTE that your submission of an Application does not guarantee a placement in the programme.

5. **Intakes** only take place on WEDNESDAYS 10H00.
Gate will not open before 09H45.
Late arrivals will not be able to begin their programme and should re-apply for the next week's intake.