

**THANK YOU FOR YOUR INTEREST IN THE SUTHERLAND SHIRE – CHUO  
CITY TOKYO SISTER CITY STUDENT PROGRAM.**

There are a few pages of documents for you to complete.

Please note the first page titled “ SUTHERLAND – CHUO SISTER CITY HOST FAMILY INFORMATION” will be sent to Japan to be given to your host students, their schools and the Chuo City Board of Education. It would be a huge help if you could please complete the form on the computer rather than handwriting. If you have any problems please give us a call and we can send you the forms in a different format if necessary.

If you need extra rows please insert, however we hope you will understand it may be necessary for us to condense later to fit the file into the correct format to be sent to Japan.

Could you also please send the forms with a **recent family photo in jpeg format**, and the Referee and Working With Children sections completed.

If you do not already have a WWCC clearance number, please complete the online application prior to sending us your forms, ensuring the APP numbers you are given and your dates of birth are on the application documents.

We would ask that you please do not submit your application in PDF format. While we do understand you may feel this is more secure, the larger file sizes are problematic for sending to Japan.

Once again, please accept our gratitude, and the thanks of the Chuo City Board of Education for your generosity in agreeing to open your homes to young students from Chuo City, Tokyo.

SUTHERLAND SHIRE - CHUO TOKYO SISTER CITY ASSOC. INC.

Gaye Tie 0438 015 962 / Joel Johnson 0423 965 360

<https://www.sutherlandsistercityexchange.org/hosting-chuo-city-students>

[http://www.sutherlandshire.nsw.gov.au/Council/Sister-Cities-and-Student-Exchanges/  
Chuo-City-Tokyo](http://www.sutherlandshire.nsw.gov.au/Council/Sister-Cities-and-Student-Exchanges/Chuo-City-Tokyo)

**SUTHERLAND – CHUO SISTER CITY HOST FAMILY INFORMATION**

**HOST STUDENT:**

<b><u>name</u></b>	<b><u>Family name</u></b>	<b><u>M / F</u></b>	<b><u>AGE</u></b>	
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<b>SCHOOL</b>		<b>YEAR:</b>	<b>DOB:</b>
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<b>ADDRESS</b>		<b>SUBURB</b>	
<b>MOBILE</b>		<b>EMAIL</b>	
<b>MOTHER</b>		<b>FATHER</b>	

**OTHER FAMILY MEMBERS LIVING AT HOME:**

<b>NAME</b>	<b>RELATIONSHIP</b>	<b>AGE</b>

<b>HOST STUDENT HOBBIES AND OTHER INTERESTS</b>

**SPORTS, HOBBIES AND INTERESTS OF OTHER FAMILY MEMBERS**

<b>NAME</b>	<b>SPORT/HOBBY/INTEREST</b>
(MOTHER)	

(FATHER)	

<b>PETS</b>	<b>SIZE / TEMPERAMENT</b>

A SHORT NOTE TO YOUR HOST STUDENTS:

HAVE YOU BILLETED OVERSEAS STUDENTS PREVIOUSLY? \_\_\_\_\_

IF YES, WHAT NATIONALITY? \_\_\_\_\_

ARE YOU PLANNING TO APPLY TO TRAVEL TO JAPAN IN SEPTEMBER? \_\_\_\_\_

**PLEASE ASK YOUR PRINCIPAL OR HEAD TEACHER TO COMPLETE THE FOLLOWING:**

I recommend \_\_\_\_\_ for selection to host two Chuo City students and understand they will attend school with the host student Tuesday July 31, Wednesday August 1 and Thursday August 2

Signed: \_\_\_\_\_ Date \_\_\_\_\_ Position \_\_\_\_\_

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**\*\*\*\*\* CHILD PROTECTION LEGISLATION REQUIREMENTS:\*\*\*\*\***

EACH family member 18 years of age and older you expect to be involved in the Host Family experience must complete a Working with Children Check as per Child Protection (Prohibited Employment) Act 1998, before acceptance into the Host Program. Our organisation also requires each Host Family to supply a Referee using the attached form.

This Working With Children Check is to be completed online at:

<https://www.service.nsw.gov.au/transaction/apply-working-children-check>

Please make sure you select "Volunteer" at the "Purpose for check" question, and then select "Clubs or other bodies providing services to children" under the "Child-related Sector" drop-down menu. When you have received your application number, please advise us as soon as possible via email.

You will then need to take a copy of your email advice plus identification to a Service NSW Centre Office to complete your application for the check.

N.B. A separate check MUST be done for each family member 18 years and over living at the Host Family residence AND/OR who is living outside the home but may be expected to have unsupervised contact with the Chuo City students during their stay.

*N.B. If you have recently received an email advising your WWCC Clearance is about to expire please renew*

NAME: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

WORKING WITH CHILDREN CHECK: WWC / APP NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

WORKING WITH CHILDREN CHECK: WWC / APP NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

WORKING WITH CHILDREN CHECK: WWC / APP NUMBER: \_\_\_\_\_

REFeree FORM: Only ONE *Referee* form to be completed per Family.

# Referee Form:

Name of Applicants:.....

Name of Referee: .....

Date of Reference: .....

1. How long have you known the family and in what capacity? E.g.personal friend?

2. Can you please comment on the skills and characteristics which might be suitable for this position?

4. To your knowledge, have any of the applicants been involved with situations concerning inappropriate behaviour or abuse?

5.How strongly would you recommend the applicants for this position? (circle)

Not at all

With reservations

Recommended

Strongly recommended

Don't know/Can't say

6. Is there anything else you would like to add in relation to application?

7. Would you employ/recruit the applicants as volunteers? Yes No

SIGNIATURE.....

PHONE CONTACT: .....

EMAIL: .....

Sutherland Shire – Chuo City Sister City  
Association Inc.

## PHOTOGRAPHS AND IMAGES AGREEMENT

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“Photographs and images” includes still and movie film photography, video, audio and digital recordings and footage.

Sutherland Shire – Chuo City Sister City Association Incorporated – hereon known as The Association - has an ongoing promotional program which includes publicising and developing public awareness of The Association and its programs and activities. From time to time, as part of that promotional program, photographs and images may be taken of participants, including individual members. Such photographs and images may be taken by members of The Association and by related 3rd parties, including parents and other persons associated with The Association, or other authorised 3rd parties both within Australia and overseas.

When you and your child agree to participate in activities and programs of The Association you agree that you have no claim in copyright to, or claim to monetary compensation for, such photographs and images and that The Association retains the right to publish any such photographs and images for promotion, whether internally or externally, and to provide such photographs and images for use in newspapers, publications and on appropriate websites or other media including for the purposes of advertising and commercial purposes. You also consent to The Association using those photographs and images for any such appropriate purpose without the need for any further permission or consent from you.

The release of such photographs and images may include dates and some information about the activity.

This policy shall apply with the exception that any participant, being an adult or with the written authorisation of their parent or guardian, not wishing their name included with such photograph and images, shall notify The Association in writing. In such case The Association will take all reasonable steps to ensure that such information is not included with any photographs and images that are released.