

**MY FRIEND’S HOUSE**

VOLUNTEER APPLICATION FORM

Thank you for completing this form.

All information gathered will be kept confidential and will be used only by My Friend’s House.

Last Name: First Name:

**GENERAL INFORMATION**

Address: Apt/Unit #:

City: Province: Postal Code:

Telephone: Business Telephone:

May we call you at work? 🞏 Yes 🞏No

Other: E-mail Address:

Preferred contact method:

Valid Driver’s License: 🞏 Yes 🞏 No

**APPLICATION PROFILE QUESTIONS**

**My Friend’s House adheres to and complies with the provisions of The Human Rights Act.**

**Have you ever been employed by, or volunteered with, My Friend’s House?** 🞏 Yes 🞏 No

If yes, please specify where, when and your position or role

**List any previous and/or current volunteer activities outside My Friend’s House.**

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**How did you hear about the volunteer program at My Friend’s House? (Check all that apply.)**

|  |  |  |
| --- | --- | --- |
| 🞏Display | 🞏Called Shelter | 🞏Newspaper |
| 🞏Poster/Flyer | 🞏Public Event | 🞏School |
| 🞏Friend/Relative | 🞏Internet | 🞏Radio |
| 🞏Board Member | 🞏Another Volunteer | 🞏Other (please specify) |

**Describe your main reasons for wanting to volunteer. (Check all that apply.)**

🞏Desire to help others 🞏Interest in community involvement

🞏Gain experience & develop skills 🞏Establish work record & build resume

🞏Meet people & network 🞏Other (please specify):

**Indicate the type of volunteer work that interests you. (Check all that apply.)** 🞏Clerical/Office/Administration 🞏Fundraising

🞏Special Events 🞏Computer Work

🞏Committee Work 🞏Presentations/Public Speaking

🞏Volunteer Driver 🞏Baking

🞏Other (please specify):

**What is your availability? (Check all that apply.)**

🞏Regularly - once or twice weekly 🞏Once a month

🞏Projects - one to three months 🞏Special Events

🞏Occasionally, as needed 🞏Other (please specify):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **Morning** |  |  |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |  |  |
| **After 5 P.M.** |  |  |  |  |  |  |  |

Check all the times that you are available:

**Are you currently employed?** 🞏 Yes 🞏 No

Position/Title: Employer: Employer Address: **Can you provide a resume?** 🞏 Yes 🞏 No

**If not, please provide a list of your work experience:**

**What special skills, training or qualifications do you have that you would like to use in your volunteer role (e.g., accounting, public speaking)?**

**List two people (not family and friends) who are familiar with your abilities as a worker or volunteer whom we might contact:**

Name:

Telephone #:

Relationship to Applicant:

**Languages:**

|  |  |  |  |
| --- | --- | --- | --- |
| Spoken: | 🞏English | 🞏French | 🞏Other |
| Written: | 🞏English | 🞏French | 🞏Other |

**REFERENCES**

Name:

Telephone #:

Relationship to Applicant:

**REFERENCE CONSENT**

*I certify that the information in this application is correct and complete. I agree to behave in accordance with the Fundamental Principles of My Friend’s House. I give my permission to My Friend’s House or its repre- sentative to contact the above references. I understand that I will be advised if a criminal record check is re- quired. I understand that if I am below the age of majority I must have my parent/guardian sign and provide their contact information below.*

Reference Consent: Date:

*I am aware and support ‘s decision to volunteer with My Friend’s House.*

Parent/Guardian Signature: Date:

Parent/Guardian Address: Telephone:

* Volunteer Application Form

**PROCESS TO BECOMING A VOLUNTEER**

* Interview
* Criminal Reference Check (if required)
* Confidentiality Agreement (if required)
* Acceptance
* Job Description
* Orientation

Signature: Date:

Suitable applicants will be contacted to discuss opportunities.

**FOR OFFICE USE ONLY**

Interviewed by: Date:

Volunteer Application Reference Check #1 Volunteer Application Reference Check #2 Criminal Reference Check

Confidentiality Agreement Signed

Job Description Provided and Reviewed Orientation

Start Date:

Orientation Date:

Date of Resignation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_