



Volunteer Application Form

A. Background Information

Name:		
Address:		
City:	Prov:	PC:
E-mail:		
Phone:	Cell:	
Emergency contact:		
Languages spoken:		

Why do you want to volunteer at Immigrant Services?

Describe previous volunteer experience if you have any.

How could your present occupation or education assist in being a volunteer with IS-GW? If you have special skills that are not shown on this form, please let us know about them.

B. What skills do you want to use at the Centre (please also provide your resumé or a summary of skills and experiences):

- General office reception/hosting/welcoming (this is the position most needed at the Centre)
- General office assisting (e.g. photocopying, faxing, straightening up, etc.)
- Computer: word processing/office documents (e.g. labels, spreadsheets, databases, etc.)

Which computer programs do you know well (e.g., Word, Excel, Access, etc.)?

- Event assistant (hosting, serving refreshments, setting up and cleaning up, etc.)
- Event planning/fundraising committee work

What events have you helped to organize?

- Childcare assistant

Describe your previous experience:

- Research

What kind of research have you done before that may apply to the area of immigration?

- Outreach & Marketing (doing presentations, putting up posters, networking with local businesses and organizations, etc.)

Describe skills and qualifications, if any:

- Cultural Interpretation/Translation

Describe skills and qualifications, if any:

- Other special skills or program interests—please describe (e.g., income tax clinics, exercise groups, English conversation circles, tutoring or homework assistance, etc.):

C. Availability

We normally request that you be able to volunteer for one 2-hour shift a week (we very rarely need people on weekends).

Please mark the days/time you are available to volunteer:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning (9-12)							
Afternoon (1-5)							
Evening (5-9)							

How often would you like to volunteer? _____

How long can you volunteer with us? _____

D. References

Name	Telephone #	Relationship

E. Police Check

Please note that we require a police check for those who have been living in the area for 6 months or more, as we occasionally have children in the Centre. You will be given a form to take to the police station for a free volunteer police reference check. It usually takes about 2-3 weeks to receive your letter in the mail.

F. Confidentiality

All staff, board members, volunteers and contract workers at Immigrant Services are obligated to use this policy. By signing, you agree to abide by IS-GW's policy on confidentiality and privacy of information.

All employees, board members, and volunteers at the IS-GW are obligated to treat as confidential all written and verbal information acquired during their work at the IS-GW. This policy also protects the undersigned and provides her/him the right of privacy and confidentiality. This policy of confidentiality applies to all aspects of the Centre, including involvement with cultural communities, government departments, sponsors, non-profit organizations, and individuals using the Centre's services or conducting business with the Centre.

The undersigned will treat all written and verbal information acquired during their time as a volunteer as confidential and will keep confidential all aspects of the Centre's relationship with any government department, non-profit organization, sponsoring agency, or any other contact.

Full Name: _____

Date (day/month/year): _____

Signature: _____

September, 2009