



St. Paul's L'Amoreaux Centre Placement Student Application Form

The information on this form is strictly confidential and is solely intended for the authorized use set out by the St. Paul's L'Amoreaux Centre Privacy Policy.

Please help us to determine how to make the best use of your skills as a placement student by filling out the questionnaire below. Please return the completed application form (and attached it with your resume if you have one) to the Volunteer Coordinator.

1. GENERAL INFORMATION

Last Name: _____ First Name: _____

Gender: Male Female

Age: _____ Date of Birth: _____
(Month/Date) (Year)

Contact Information

Telephone: _____
(Home) (Work) (Cell)

Address: _____
Street Unit #

_____ City Province Postal Code

E-mail address: _____

Emergency Contact Information (Name of person to be notified in case of emergency)

First Name: _____ Last Name: _____ Relationship: _____

Telephone: _____
(Home) (Business) (Cell)

Is there any health/medical or other concerns we need to know to ensure your safety?

No Yes if yes, please specify: _____

Which languages do you speak?

Primary _____ 2nd _____ 3rd _____

*****For those who can speak Chinese, please specify **Cantonese** or **Mandarin*******

Can you type Chinese? Yes No

Have you ever been convicted of a criminal offense? No Yes

May we include your name and address in our mailing list to send you updates and news?
 Yes No

2. EDUCATION & EMPLOYMENT

Education Level: University College High School Others

Highest grade or level completed: _____

Name of program: _____ Length of program _____

Special Skills or Training

Other: (please specify): _____

Employment History

Title	Company	Period	Job Nature

Volunteer/Student Placement Experience

Organization	Position	Period	Job Nature

Hobbies & Interests

What are your hobbies and interests? _____

3. Placement Information *****PLEASE FILL OUT ALL INFORMATION BELOW*****

Name of School: _____

Program/Course _____ Year/Semester _____

Placement Instructor _____ Instructor Contact # _____

Total Number of Placement Hours in St. Paul's: _____ Start Date: _____

Days Available:

Mon Tue Wed Thurs Fri

4. REFERENCES

Please provide two references. One should be an employer/supervisor / teacher/ or an individual known through community involvement for at least 6 months. The other can be a personal friend or family member.

Name: _____ Relationship to Applicant: _____

Email: _____ Phone: (_____) _____

Name: _____ Relationship to Applicant: _____

Email: _____ Phone: (_____) _____

I hereby authorize St. Paul's L'Amoreaux Centre to obtain references from the above individuals in connection with my application for a volunteer position. I hereby authorize the above named individuals to provide a reference in connection with my application for a volunteer position with the St. Paul's L'Amoreaux Centre, and release them from any liability in regard to it.

I hereby certify that all information included in this application form is true and complete.

***Signature:** _____ **Date:** _____

5. Placement Student Contract

I agree to serve as a volunteer and commit to the following:

1. To perform my placement duties so that I meet the service expectation and standards of St Paul's.
2. To refrain from conflicts of interest, or any personal or financial gain.
3. To meet time and duty commitment, or to provide adequate notice so that alternate arrangements can be made.
4. To indicate respect for all clients, volunteers and staff in both word and deed.
5. To fulfill my responsibilities while always ensuring the safety of clients, volunteers and staff.
6. To act at all times as a member of the team responsible for accomplishing the mission of the agency.
7. To understand and abide by the volunteer policy guidelines.
8. To return my placement name tag before I resign.
9. To give a minimum of 2 weeks notice before I resign.
10. To Keep confidential all information; verbal, written or computerized; which I may hear directly concerning clients, residents, staff members or volunteers and to avoid seeking any information concerning these

*

Signature

Date

How to become a Placement Student

We are looking for people who are willing to make a commitment to help others. We want students who are enthusiastic, like working as a team, but are also able to work alone.

If you are interested in becoming a placement student you must send this application package along with other applicable documents if required:

- Application Form (Required)
- Attend an Information Session (Required)
- Read and agree (sign-off) to our placement student contract (Required)
- Attend an Orientation Session (Required)
- Apply for a Police Record Check (usually provided by your school)
- Fill out a Parental Consent Form (anyone under the age of 18)
- Complete a minimum of 50 hour in a period of 6 months (Required)
- Resume
- WSIB form (provided by your school)
- Medical (nursing and PSW students only)

Once we receive your application and all your documents, we will contact your references and schedule an interview. Successful applicants will be offered a placement.

However we will not consider an applicant until we have all the required documents.

If you need further information, please contact Volunteer Services at 416-493-3333 or email Lydia@splc.ca.



St. Paul's L'Amoreaux Centre Reference Form

This section needs to be completed by your referee (e.g. your parents, friends, family, co-worker, etc.).

St. Paul's L'Amoreaux Centre provides both community and housing service for seniors in the Scarborough area; we rely heavily on our outstanding volunteers to help deliver our programs and services. The form below is part of an application process for new volunteers. The application, interview and references assist us in our selection process and ensure that we continue to provide quality services to our clients. We thank you for taking the time to complete this form and confirm the applicant listed is suitable for volunteering with us.

Name of Applicant: _____ (Last Name) (First Name)
Name of Reference: _____
Email address (personal or business): _____
Name of organization referee works for: _____
Relationship to Applicant: _____ Date: _____

1. How long and in what capacity have you known the individual?
(E.g. supervisor, colleague, teacher, mentor, etc.)

2. How would you best describe the individual?

3. How does the individual get along with people (especially seniors)? Please explain:

4. Could you describe some positive skills or traits of the individual?

5. Are there any areas the individual needs improvements with?

6. Would you recommend this person to our organization?

*** Signature:** _____

When is the best time to reach you: _____



St. Paul's L'Amoreaux Centre

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