



# St. Paul's L'Amoreaux Centre Volunteer Application Form

St. Paul's L'Amoreaux Centre is an innovative and active community and housing service for seniors across the Greater Toronto Area. We are located in Northwest Scarborough and our mission is to *"improve the quality of life for seniors in the communities we serve by providing services and housing in an accessible, professional and progressive manner"*.

Thank you for your interest in applying to volunteer at our centre. The information you provide for us on this form is strictly confidential and will only be shared with the Volunteer Services Department and any potential Volunteer Supervisor.

Once completed, please return the form by fax to (416) 493-3391 or email: [volunteer@splc.ca](mailto:volunteer@splc.ca) or drop off at our customer service desk. If you have any questions regarding this form or in relations to volunteering, please contact volunteer services at 416-493-3333 ext 267.

## 1. GENERAL INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Gender:  Male  Female

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Month/Day) (Year)

### Contact Information

Telephone: \_\_\_\_\_  
(Home) (Work) (Cell)

Address: \_\_\_\_\_  
Street Unit #

\_\_\_\_\_ City Province Postal Code

E-mail address: \_\_\_\_\_

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 \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

\*\*\*\*\* (For Chinese, please specify for 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

How did you hear about St. Paul's L'Amoreaux Centre?

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Why do you want to volunteer at St. Paul's L'Amoreaux Centre?

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## 2. EDUCATION/EMPLOYMENT/EXPERIENCE

Education Level:  University  College  High School  Others

Highest grade or level completed: \_\_\_\_\_

Name of school: \_\_\_\_\_ Name of program \_\_\_\_\_

What best describes your current situation?

Employed  Retired  Seeking work  Student  other: \_\_\_\_\_

Do you have experience working as a volunteer? If yes, please list your recent volunteer positions and your responsibilities as a volunteer?

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What skills and abilities will you bring to St. Paul's?

(Ex. Data Entry / Filing, Nursing, PSW, Accounting, Translating, Customer Service, Excel, Word, PowerPoint, Fundraising, Marketing, Driving (Reliable Vehicle))

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**3. VOLUNTEERING PREFERENCES**

Is there a particular time or type of volunteer position in which you are interested? (Please check all that apply)

Recreation	Friendly Visiting	Day Program Assistant	Meals on Wheels	Transportation
Health Promotion	Friendly Shopping	Special Events	Friendly Escorting	Office Assistant
Food Services	Shop Assistant	Security Assistant	Security Check (10 – 11AM, 7 – 8PM)_	Other

**Days & Time Available**

Please indicate which days and time you are available:

\_\_\_\_\_

\_\_\_\_\_

**4. EMERGENCY CONTACT INFORMATION**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_  
 (Home) (Business) (Cell)

**5. REFERENCES:** Please provide two references. This should be an employer, supervisor, college/university professor, high school teacher, councilor or friend. Please ensure the referees know that we will be contacting them for references in connection to your application.

Name of Reference: _____ Relationship to applicant: _____ Work phone number and company name: _____ _____ Home phone number : _____ Email Address (personal or business): _____
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*I hereby authorize St. Paul's L'Amoreaux Centre to obtain references from the referees in connection with my application for a volunteer position. I hereby authorize the individuals named on the reference forms to provide a reference in connection with my application for a volunteer position with St. Paul's L'Amoreaux Centre, and release them from any liability in regard to it. I give St. Paul's permission to contact the references provided by post, email or phone.*

**\*Volunteer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 6. VOLUNTEER CONTRACT:

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

1. *To perform my volunteer 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 understand and abide by the Volunteer Policy.*
7. *To give a minimum of 2 weeks' notice before I resign and to return my volunteer name tag before I resign.*
8. *To keep confidential all information; verbal, written or computerized; which I may hear directly concerning clients, residents, staff members or volunteers*

**\*Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## 7. CONSENT OF PARENT OR GUARDIAN

**This section applies only if you are under the age of 18 years.**

I hereby consent for my son/daughter \_\_\_\_\_ (*volunteer name*), who is under the age of 18 years, to volunteer at St. Paul's L'Amoreaux Centre. I recognize that unless my permission to volunteer is granted, the insurance policy of St. Paul's L'Amoreaux Centre will prohibit the involvement of \_\_\_\_\_ (*volunteer's name*) as a volunteer.

Name of Parent/Guardian (Print): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

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If you need further information, please contact Volunteer Services at 416-493-3333 or email [Lydia@splc.ca](mailto:Lydia@splc.ca).



## St. Paul's L'Amoreaux Centre Reference Form

**This section needs to be completed by your referee.**

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: \_\_\_\_\_



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