

Date of interview: \_\_\_\_\_

OTTAWA     BROCKVILLE

# VOLUNTEER APPLICATION FORM

PLEASE PRINT CLEARLY

Thank you for offering to volunteer your time and skills at The Royal. In order to facilitate the most appropriate volunteer placement for you, the following information would be helpful. Please ensure that all the questions are completed as fully as possible.

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_ Apartment #: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Business phone: \_\_\_\_\_ Email: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Languages spoken:     English     French     Other: \_\_\_\_\_

Emergency contact name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**I am currently**

- Employed     Full-time     Part-time     A student at \_\_\_\_\_ in grade/year \_\_\_\_\_
- Seeking employment     A homemaker     On disability     Retired
- Other (please specify) \_\_\_\_\_

**Health issues we should be aware of:** \_\_\_\_\_

**Previous volunteer experience:** \_\_\_\_\_

**I prefer to volunteer in:**

**Shops**

- Coffee
- Clothing
- Hair salon

**Library**

- Coordinator
- Book cart
- Information asst.

**Administrative**

- Clerical or office
- Data entry
- Financial
- Committees
- V.A. Board of Directors
- Special events
- Coordination

**Interactive**

- Program assistant
- Driving
- Pastoral services
- Geriatric Day Hospital
- Geriatric meal assistant
- Arts (eg. crafts, music)
- Adult literacy or math
- Computer Training

**Other**

- Porter
- Research
- Leadership or training
- AA or NA Speaker
- Laundry
- Other (specify)

Relevant skills (eg. sales, teaching, computers)

Relevant hobbies (eg. fitness, gardening)

**I PREFER TO WORK**
 With adults     With seniors     Alone
**I WILL COMMIT TO:**
 8 mths     1 yr     Possibly more

**AVAILABILITY** (Put  if available,  if definitely not available, ? if maybe)

DAY	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
morning							
afternoon							
evening							

 I would like to give \_\_\_\_\_ hours per week on a     regular basis     irregular basis

 I have a Police Records Check for Service with the Vulnerable Sector, done within the past 12 months

**Briefly describe your current situation (studying, working full-time, part-time, on disability, etc.)**
**Tell us about your past volunteer-related experience?**
**Why do you want to volunteer at The Royal and what, if any, previous experience/contact have you had with us in the past?**
**PLEDGE OF CONFIDENTIALITY:**

I understand and agree that in the performance of my duties as a volunteer at The Royal, I must hold patient information in strict confidence, revealing information only to those authorized to receive it. Further, I understand and agree that any violation of The Royal's policies on confidentiality may result in disciplinary action, including suspension from duties or immediate dismissal. I understand that I am required to attend a volunteer orientation session in a timely manner in order to enhance my understanding of the importance of confidentiality as well as maintaining appropriate boundaries. If necessary, I agree to have references contacted by The Royal's Volunteer Services pursuant to the Freedom of Information Act.

 \_\_\_\_\_  
 Signature

 \_\_\_\_\_  
 Date

Personal information contained in this form is collected under The Royal's Policies and Procedures. Police Records Checks for Service with Vulnerable Sector is required and will be used to determine eligibility for volunteer services with The Royal. Questions about this policy should be directed to the **Director of Volunteer Services**, 1145 Carling Avenue, Ottawa, Ontario, K1Z 7K4, Telephone 613.722.6521, ext. 6004