



**HESPELER  
VILLAGE  
NEIGHBOURHOOD  
ASSOCIATION**

(P) 519.240.3567 (e) info@hespelervillage.org (w) www.hespelervillage.org

# Volunteer Application Form

C/o St. Luke's Church  
1620 Franklin Blvd.  
Cambridge, ON N3C 1P2

To the extent that the foregoing information constitutes personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990, Charter M.56, as amended, the information is subject to the provisions of the Act and will be used for the purposes indicated or implied by the form. Questions about the collection of personal information should be directed to Recreation Coordinator of Hespeler Village Neighbourhood Association 519.240.3567.

## PERSONAL DATA

|  |      |                     |             |
|--|------|---------------------|-------------|
| Last Name  |      | Given Name(s)       |             |
| Address  | City | Province            | Postal Code |
| Daytime phone # ( )  |      | Evening phone # ( ) | Email       |
| Please indicate your age category :<br><input type="checkbox"/> under 14 <input type="checkbox"/> 14-17 <input type="checkbox"/> 18-49 <input type="checkbox"/> 50-65 <input type="checkbox"/> over 65 |      |                     |             |
| Date of birth (Optional) _____<br><div style="display: flex; justify-content: space-around; width: 100%;"> <span>Month</span> <span>Day</span> <span>Year</span> </div>                                |      |                     |             |

## EXPERIENCE

Please list any work or volunteer experience that may be relevant.

Skills/Hobbies/Interests/Certifications

## VOLUNTEER INFORMATION

How did you learn about this volunteer opportunity?

May we contact you, in the future, regarding other volunteer opportunities?    YES    NO

Volunteer opportunities of interest:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Special Events            | <input type="checkbox"/> Office Help     | <input type="checkbox"/> Fundraising      |
| <input type="checkbox"/> Summer Fun Camp           | <input type="checkbox"/> Parade          | <input type="checkbox"/> Drop-in Programs |
| <input type="checkbox"/> Hespeler Harvest Festival | <input type="checkbox"/> Youth Committee | <input type="checkbox"/> Other _____      |
| <input type="checkbox"/> HVNA Board                | <input type="checkbox"/> Outreach        |   |

Please list days and times that you are available

|      | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|------|--------|---------|-----------|----------|--------|----------|--------|
| TIME |        |         |           |          |        |          |        |

## VOLUNTEER REFERENCES

Please provide the names of persons over the age of 18 who can supply information that relates to your work, volunteer, or scholastic performance. *Please no family members.*

1

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Day time Number: \_\_\_\_\_ Evening Number: \_\_\_\_\_

2

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Day time Number: \_\_\_\_\_ Evening Number: \_\_\_\_\_

I hereby authorize any individual, company or institution listed above to provide Hespeler Village Neighbourhood Association with any information they may have concerning my work/volunteer performance, and I hereby release such individual, company or institution from any and/or all liability by reason for providing such information. *Please sign below, to provide permission for Hespeler Village Neighbourhood Association to contact your references.*

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

## VOLUNTEER SCREENING

Have you ever been convicted of a criminal offence for which a pardon has been granted?  YES  NO

Will you agree to a Police Record Check?  YES  NO

## EMERGENCY CONTACT & MEDICAL INFORMATION

In case of an emergency while volunteering with us, please tell us who should be contacted:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Day time Number: \_\_\_\_\_ Evening Number: \_\_\_\_\_

Do you have any allergies, physical limitations, special needs, medical or health conditions that Hespeler Village Neighbourhood Association should be aware of?

## PHOTOGRAPHIC RELEASE WAIVER (optional)

I hereby give permission to *Hespeler Village Neighbourhood Association* for use of my picture in any promotional material including advertising, publications, brochures, video productions and other uses. I waive the right to any fee or compensation for either the photographic sitting or the use or reproduction of the resulting photographs in any medium. I understand these materials may be used by Hespeler Village Neighbourhood Association.

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

# VOLUNTEER AGREEMENT/RELEASE & WAIVER FORM

I, \_\_\_\_\_ (full name), in applying to perform duties for Hespeler Village Neighbourhood Association as a volunteer fully understand and agree to the following:

1. That I will not be participating in volunteer activities in the capacity of a Hespeler Village employee of independent contractor.
2. That I will not receive any remuneration, salary, wage, or payment or any employee benefit whatsoever, to be covered by the Workplace Safety Insurance Act, 1997, S.O.1997 Chapter 16, Sch. A
3. That except as authorized, I will not use Hespeler Village facilities and equipment
4. That I will immediately notify the appropriate Hespeler Village representative of any incident that involves personal injury or property damage during my duties.
5. That either Hespeler Village or I, myself, may terminate my volunteer activities at any time.
6. I acknowledge that volunteer activity may involve personal risk or damage or injury. Notwithstanding this acknowledgement, I hereby release Hespeler Village, Board of Directors, employees, and agents from all claims for damage or injury to myself resulting from my participation as a volunteer, unless such damage or injury is caused solely by the gross negligence of Hespeler Village.
7. I understand that a volunteer position is conditional upon a 30 day probationary period, during which all statements made on this application may be verified.
8. It is my responsibility to read and understand the related policies, procedures, and guidelines of the Hespeler Village Neighbourhood Association. I also agree to follow these policies, procedures and guidelines as passed by the Board of Directors.
9. I understand and agree that privileged information received about program participants, volunteers, and/or staff of Hespeler Village Neighbourhood Association is confidential. It may only be revealed to my direct supervisor within the Hespeler Village Neighbourhood Association. **Failure to maintain confidentiality may be cause for immediate dismissal or will be means for other corrective action.**

By signing this form I acknowledge having read, understood and agreed to the above conditions, release and waivers, for any volunteer role that I am assigned and agree to perform for Hespeler Village Neighbourhood Association.

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

**Witness Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If the volunteer is under 18 years of age, a parent or legal guardian must also sign the following:

I hereby certify that I am the parent/legal guardian of \_\_\_\_\_, a minor pursuant to the Age of Majority and Accountability Act. R.S.O. 1990, c A.7, and that s/he has my permission to serve as a volunteer with Hespeler Village Neighbourhood Association. As the parent/legal guardian I fully understand and have full knowledge of the nature and extent of the risks involved with his/her participation as a volunteer.

**Parent/Legal Guardian Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** This form must be completed and signed by the volunteer before being accepted by Hespeler Village Neighbourhood Association for volunteer activities.

For questions or concerns regarding this form, please contact Hespeler Village Neighbourhood Association at 519.240.3567 or email direct to: [info@hespelervillage.org](mailto:info@hespelervillage.org)

# VOLUNTEER CONDUCT AND RESPONSIBILITIES

## Volunteers Should:

- Arrive at least 5 minutes before the start of each program.
- Arrive fully prepared for the entire program
- Help to clean up after the program has finished
- Meet with the program coordinator after the program to debrief the day's events
- Contact the program leader in advance if unable to attend the program
- Fill out an incident report for any incidents witnessed during the program
- Treat, and actively engage with, every program participant fairly
- Dress and act appropriately
- Enforce all program and Hespeler Village Neighbourhood Association rules at all times
- Get involved in every activity possible during the program
- Represent a positive role model for the program participants

Initial: \_\_\_\_\_

## Volunteers Should Not:

- Show up late to any program
- Socialize with staff or other volunteers during the program
- Smoke on Hespeler Village Neighbourhood program facility sites
- Use inappropriate language or discuss inappropriate material (ie. sex, drugs, alcohol, illegal activity, any music, movies, websites, video games, etc., with mature themes)
- Give or receive personal information to or from program participants (ie. phone number, address, email address, Facebook, Myspace, etc.)

Initial: \_\_\_\_\_

## Remember:

- Program participant's safety and well-being are the first priority
- Volunteering is a great opportunity to impact your community
- Volunteering is a great learning experience, take as much as you can get from it
- Staff is here to support you, so ask any questions or discuss any concerns you may have
- Enjoy yourself and have fun!

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



# Volunteer Reference Check Form

Volunteer Applicant Name: \_\_\_\_\_

Volunteer Position(s) (If known): \_\_\_\_\_

Name of Reference: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (day time) \_\_\_\_\_ Phone (evening) \_\_\_\_\_

Email: \_\_\_\_\_

1. How long have you known the applicant?
  
2. Please comment on the applicants skills or qualities:
  
3. What areas can the applicant improve on?
  
4. Please evaluate the applicant in the following areas: (5=excellent -1=poor)

|                                     |   |   |   |   |   |
|-------------------------------------|---|---|---|---|---|
| a. Reliable and punctual            | 5 | 4 | 3 | 2 | 1 |
| b. Ability to handle multiple tasks | 5 | 4 | 3 | 2 | 1 |
| c. Demonstrates initiative          | 5 | 4 | 3 | 2 | 1 |
  
5. The applicant is seeking to volunteer in a busy atmosphere. Do you recommend this person?  
 YES  NO

I understand that any misrepresentation made by me in connection with this applicant will be just and sufficient cause for the dismissal of the application from Volunteer Resources at Hespeler Village Neighbourhood Association.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|                 |                                      |
|-----------------|--------------------------------------|
| OFFICE USE ONLY | Checked by: _____<br><br>Date: _____ |
|-----------------|--------------------------------------|



# Volunteer Reference Check Form

Volunteer Applicant Name: \_\_\_\_\_

Volunteer Position(s) (If known): \_\_\_\_\_

Name of Reference: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (day time) \_\_\_\_\_ Phone (evening) \_\_\_\_\_

Email: \_\_\_\_\_

6. How long have you known the applicant?

7. Please comment on the applicants skills or qualities:

8. What areas can the applicant improve on?

9. Please evaluate the applicant in the following areas: (5=excellent -1=poor)

|                                     |   |   |   |   |   |
|-------------------------------------|---|---|---|---|---|
| d. Reliable and punctual            | 5 | 4 | 3 | 2 | 1 |
| e. Ability to handle multiple tasks | 5 | 4 | 3 | 2 | 1 |
| f. Demonstrates initiative          | 5 | 4 | 3 | 2 | 1 |

10. The applicant is seeking to volunteer in a busy atmosphere. Do you recommend this person?

YES  NO

I understand that any misrepresentation made by me in connection with this applicant will be just and sufficient cause for the dismissal of the application from Volunteer Resources at Hespeler Village Neighbourhood Association.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_