

PAID AND VOLUNTEER STAFF APPLICATION FORM

Please complete all sections as thoroughly as possible, even if you are attaching a resume. This application will introduce your experience, education and skill. It is necessary to provide complete information as this will be used to determine eligibility. Past work performance checks will be conducted prior to appointment of paid staff. All information provided to us will be considered confidential.

POSITION INFORMATION:

I am applying for: _____ Type of volunteer work desired: _____

PERSONAL INFORMATION:

Can you legally work in Canada? Yes No

Name: _____ Are you between the ages of 18 and 65? Yes No

Address: _____ City: _____ Province: _____

Postal Code: _____ Telephone: (h) _____ (w) _____

Driver's License Class: _____ Restrictions: _____ Do you have access to a vehicle? Yes No

EDUCATION AND TRAINING: Please describe secondary, post secondary, courses and training which have given you knowledge and skill related to this application. Start with the highest level achieved and include degrees, certificates or diploma completed. Official documentation may be required. Attach a separate page if necessary.

Institution/Organization	Area of Study/Course	Grade/Diploma/Degree	Completed Yes/No

PROFESSIONAL OR OTHER MEMBERSHIPS: List any active memberships in a professional or career-related organization or society, club or organization relevant to the position you are applying for:

Languages: Spoken: _____ Written: _____

Special training, skills, hobbies, or interests: _____

TIME AVAILABILITY:

Are you available on a regular basis? Yes No Are you available for special events? Yes No

Indicate the time you are available each day:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

What time commitment are you willing to make?

Less than 2 months 2 months to 6 months 6 months to one year Over one year

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WORK HISTORY: Beginning with your most recent experience, please describe your work history. You may wish to include relevant volunteer positions. In the area of Duties and Skills, please describe the major duties and skills acquired/used as they relate to the position you are applying for now. Attach additional pages if necessary.

Employer and Location:	
Position:	Dates:
Supervisor:	Phone:
Duties and Skills:	
Employer and Location:	
Position:	Dates:
Supervisor:	Phone:
Duties and Skills:	
Employer and Location:	
Position:	Dates:
Supervisor:	Phone:
Duties and Skills:	
Employer and Location:	
Position:	Dates:
Supervisor:	Phone:
Duties and Skills:	

REFERENCES: Please provide three additional references (individuals not related to you) in addition to those listed under Work History. Please provide any that apply to working with young people.

Name	Address/Telephone	Relationship	Years Known

CERTIFICATION:

Note: Please read carefully before signing. This application is not valid unless signed by the applicant.

I certify the above information provided in this application and attachments/resume is true and complete. I understand that if any information in this application or attachments/resume is found to be untrue or incomplete, my application may be rejected or I may be dismissed from a paid position, or volunteer appointment I receive as the result of this application.

Any offers of employment and/or volunteer appointment will be subject to a clean criminal record check.

Signature: _____ Date: _____

OFFICE USE ONLY:

Position interviewed for: _____ Date: _____ Result: _____
 Reference checks completed by: _____ Criminal Record Check on File, Date: _____