

Recreation and Culture Volunteer Application and Screening Requirements:

- 1) Application Process, which would include:
 - 1a. Contact information
 - 1b. Emergency contact information
 - 1c. Consent and Authorization for reference check, 2 references to be provided (personal and professional)
 - 1d. Photographic Release Form
 - 1e. Confidentiality Form

- 2) Attend Interview by phone or in person.
- 3) Two Reference Checks will be completed by the Volunteer Program Coordinator
- 4) Complete all three On-Line Training and provide copy of the Certificates
 - 4a. AODA – May I Help You Guide
 - 4b. WHMIS
 - 4c. Worker Health and Safety.
- 5) A Police Records Check (only for “positions of trust”)
- 6) Volunteer Coordinator will send a Registered Volunteer Certificate
- 7) Attend Orientation (in person or on-line)

VOLUNTEER APPLICATION FORM

Volunteer Services,
Recreation and Culture
Pool 6 Administration Building
53 Water Street South
Thunder Bay, ON P7A 3S6
Phone: 625-3169 FAX: 684-9240
Email: volunteer@thunderbay.ca

Name: _____ Home Phone: _____
Address: _____ Cell Phone: _____
City: _____ Email: _____
Postal Code: _____

1. What position are you interested in applying for?

2. Please describe any relevant work, volunteer experience, skills, hobbies or interests that you feel may be beneficial to your volunteer placement.

3. Do you have any previous volunteer experience working with children? YES NO
If Yes, What volunteer experience do you have and where?

4. Do you write/speak any other language? YES NO
If yes, please specify which languages: _____

5. Please indicate when you are available to volunteer.

6. What are your reasons for volunteering?

7. How did you find out about volunteering with the City of Thunder Bay, Recreation and Culture?

- () Social Media _____
() Poster () Friend () City Website () Staff () Presentation at School
() Other: _____

CONSENT AND AUTHORIZATION FOR REFERENCE CHECK:

I _____ authorize The Corporation of the City of Thunder Bay, Volunteer Services, Recreation and Culture, to contact the persons or organizations listed below for the purpose of obtaining reference information.

Signature: _____

Date: _____

Family Members and Friends should not be used for reference purposes.

1. Reference Name and Title: _____
Address: _____
City: _____ Postal Code: _____
Phone: _____ Email: _____

2. Reference Name and Title: _____
Address: _____
City: _____ Postal Code: _____
Phone: _____ Email: _____

EMERGENCY CONTACT INFORMATION:

It is important that accurate records are kept for use in the event of an emergency. Please provide us with an emergency contact name and daytime phone number:

Contact Person: _____
Relationship: _____
Address: _____
Home Phone: _____
Work Phone: _____
Cell Phone: _____

PHOTOGRAPHIC RELEASE

I hereby give my permission to the City of Thunder Bay, Recreation and Culture Division for the use of my picture, taken by a photographer employed by the City of Thunder Bay, in any promotional material including, social media, advertising, brochures, publications, 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 that these materials will be used by the City of Thunder Bay or its agents.

Signature: _____

Date: _____

Under the age of 18, requires Parent Permission:

Signature: _____

Date: _____

CONFIDENTIALITY STATEMENT

I _____ acknowledge that I am aware that some of the information that I may handle or have access to in the course of my work as a Volunteer for the City of Thunder Bay is confidential. I further acknowledge that some or all of the information that relates to participants, volunteers or staff of City of Thunder Bay is confidential under the law, and is required to be kept confidential to protect the privacy of individuals to which the information relates.

AND I PROMISE THAT I will not disclose, communicate or convey or allow to be disclosed, directly or indirectly to any person who does not require such information in the course of their duties for the City and any private or confidential information whatsoever, obtained by me in or about the performance of my duties or by virtue of the position of a placement volunteer of the City of Thunder Bay.

AND I FURTHER PROMISE THAT I will not allow any person or persons not entitled by law to such information, to inspect or have access to any written statement, departmental record, roll, correspondence, plan, computerized record, document or any other paper of a private or confidential nature, and I will conscientiously endeavour to prevent any person or persons not entitled from inspecting or having access to any such confidential information.

Signature: _____ Date: _____

Under the age of 18, requires Parent Permission:

Signature: _____

Date: _____

Notice of Collection:

Any collection of personal information is made under the authority of the Municipal Act, 2001. Personal information is collected in compliance with the Municipal Freedom of Information and Protection of Privacy Act. Personal Information is collected and will be used to maintain volunteer records, make placements and compile mailing lists for recognition. Questions about this collection of personal information can be directed to Supervisor – Cultural Development & Events, Recreation and Culture Division, Pool 6 Administration Building, 53 Water Street South, Thunder Bay, Ontario, P7A 3S6 or by calling 628-5250.