

VOLUNTEER APPLICATION TEMPLATE

This template can be adapted to your organization and used when working with recruiting and vetting new volunteers.

A few hints on customizing your Volunteer Application Form:

- Words highlighted in grey must be replaced by information specific to your organization.
- *We have also included some optional tips; they are to be deleted before printing this document.*

It is important to review and update your *volunteer application form* periodically to ensure it reflects any legislative, regulatory, and internal policy changes that occur over time. The team at RDN can assist you in modifying or supplementing this form to that it corresponds to your organization's needs and realities.

This form¹ is provided to you for information purposes only. RDN cannot be held responsible for its final content nor for any subsequent use and/or interpretation by the member organization or a third party.

Please remove this introductory page when using the template to create your organization's Volunteer Application.

¹ Inspired by *Basics of a Volunteer Application*. Joanne Fritz. September 8, 2020. Available: <https://www.thebalancesmb.com/how-to-write-a-volunteer-application-that-works-2502600>

English-speaking Community Organization
1234 Grande Allée Ouest, suite 100, Québec, QC G1S 1E7
Tel: 418-555-5555

Please fill out this form and return to the English-speaking Community Organization to receive consideration for a volunteer position. You may mail this form to our mailing address, attach it to an email to our volunteer coordinator at email@ESC.org, or drop it by our office.

Explain your organization's mission and mandate here. Provide a summary of the volunteer roles available and why people enjoy volunteering with your organization.

After we receive your application, we will contact you and arrange for an interview in person or by phone with our volunteer coordinator. All information on this form will be kept confidential and will help us find the perfect volunteer opportunity for you. Please be advised that, since we work with a vulnerable population, we require a criminal background check. We will advise how this may be done in the most efficient way.

Volunteer Application Form

You can print this form and ask candidates to fill it in by hand or you can create a fillable form in Word or Adobe for candidates to complete digitally.

First Name: _____

Last Name: _____

Street Address:

City: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Employer (if applicable) _____

Date of Birth: _____

Do you have skills, special interests or experience that you would like us to consider when placing you into an appropriate position?

Here are some of the volunteer positions we offer. Please check the ones you would be most interested in.

Office help (routine office tasks on a specific day of the week).

Events (fundraising events, community get togethers, celebratory events).

Fundraising (may involve telephone calls, writing thank you notes, or grant writing).

Communications (writing copy for publications and fundraising messages. Social media experience appreciated).

Phone Buddies (talking with specific individuals by phone regularly).

Transportation (Car required. Taking community members to doctor's appointments, shopping for essentials, or to a religious service).

Teaching (nutrition, how to use a computer, how to use social media, how to use Zoom, Facetime, and other communication apps).

What days are you usually available? Mon: Tues: Wed: Thurs: Fri: Sat:

How many hours are you available per week? Do you prefer Mornings? Afternoons?

Please describe any physical limitations:

Emergency contact:

Name: Phone: Relationship:

Please provide the names and contact information of two-character references:

Name:

Telephone:

Relationship:

Name:

Telephone:

Relationship:

Liability Release:

As a volunteer of the English-speaking Community Organization, I agree to abide by all policies and procedures as spelled out in the volunteer handbook. I understand that I volunteer at my own risk and neither the organization nor its employees assume any liability for any accidental injury or health problem arising from volunteer work I perform for the organization. I agree that all work I do is on a volunteer basis and I am not eligible to receive any monetary payment or reward.

Signature:

Date: