



Volunteer Application Form

Helping Seniors Since 1977

Purposes and Extent

Seniors Come Share Society is collecting and retaining information for the purpose of assessing the needs and resources of our programs, participants and you, the volunteer. The information on this application form is collected under the authority of the Personal Information and Privacy Act (PIPA) and will be used solely to determine eligibility and suitability for volunteer opportunities. Any medical information collected serves to authorize Seniors Come Share Society, its staff and volunteers, to obtain medical assistance in emergencies. If you have any questions, please call the Coordinator of Volunteers (604) 531-9400.

Personal Information

First and Last Name: _____ Date: _____ (YYYY-MM-DD)

Street Address _____ City _____ Prov _____ PC _____

PH _____ Cell PH _____ Email _____

Date of Birth _____ (YYYY-MM-DD) Gender: M F Prefer not to disclose

Preferred method of contact: _____

Emergency Contact Name _____ Relationship _____

Street Address _____ City _____ Prov _____ PC _____

PH _____ Cell PH _____ Email _____

How did you hear about us? _____

Do you consent to receive communications from Seniors Come Share Society? Yes No

Are you willing to attend pertinent Orientation/Training sessions & seminars? Yes No

Can you commit to volunteering for one year? Yes No

Languages spoken (check all that apply):

- English
- Punjabi
- Hindi
- French
- Mandarin
- Korean
- Japanese
- Tagalog
- Spanish
- Sto:lo/Halkomelem
- Sign language
- Other _____

Skills (check any that apply):

- Administrative
- Interpersonal/Communication
- Technical (computers, etc.)
- Team-player
- Creative/artistic
- Time management
- Problem-solving/adaptability
- Leadership
- Wellness/Fitness
- Healthcare/medical
- Other _____
- Other _____

Employment:

- Retired
- Part-time
- Fulltime
- Seeking employment

Occupation (current or past):

What is your general availability?

Education, Certification & Training:

- High School
- Some post-secondary
- Diploma _____
- Degree _____
- First Aid
- FOODSAFE
- Other _____
- Other _____
- Other _____

How would you describe yourself/personality?

What makes you interested in volunteering at Seniors Come Share Society?

Volunteer Opportunities to work with Seniors (check which areas you would like to apply for):

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Friendly Visitor: provide regular, weekly social visits. <input type="checkbox"/> Community Meals: help with our <i>Spice of Life</i> meals. <input type="checkbox"/> Telephone Tree: provide reassurance phone calls once a week. <input type="checkbox"/> Tech Buddies: provide basic computer and/or technology lessons. <input type="checkbox"/> Share & Care Social Club: interact with others in a social setting, plan activities and provide information. | <ul style="list-style-type: none"> <input type="checkbox"/> Income Tax: tax filing (e-file) for low income seniors Feb-April. <input type="checkbox"/> Caregiver Support: provide a hospitable and comfortable environment for caregivers & their loved ones. <input type="checkbox"/> Peer Support (PRO): build a relationship that will assist other older adults in reaching their goals towards wellness and social connectedness. <input type="checkbox"/> Administrative: includes a variety of administrative/office tasks. | <ul style="list-style-type: none"> <input type="checkbox"/> Special Events: help with event planning, decorating, assisting in set-up, clean-up, food and beverage service, welcoming, parking attendance & more. <input type="checkbox"/> Senior Connector: provide resources & referrals for seniors & families at various locations. May include helping to complete forms. <input type="checkbox"/> Calls Volunteer: make weekly reminder, assurance &/or follow-up calls for CSP programs. |
|---|--|---|

References: Provide 2 references that you have known for more than 1 year below. *Preferred references:* those from work or volunteer-related positions; *not* relatives, close friends or healthcare professionals. References will be contacted to ensure consistency of information and fit for the position.

1. Name _____ Relationship _____

Street Address _____ City _____ Prov _____ PC _____

PH _____ Cell PH _____ Email _____

2. Name _____ Relationship _____

Street Address _____ City _____ Prov _____ PC _____

PH _____ Cell PH _____ Email _____

Confidentiality Policy

All information concerning clients, former clients, volunteers and staff are confidential. Confidential means that you are free to talk about Seniors Come Share Society (SCSS), about your program and your position, but you are not permitted to disclose names or talk about individuals in ways that will make their identity known. No information may be released without appropriate authorization. This is a basic component of client care and business ethics. The Board of Directors, staff and our clients rely on paid and volunteer staff to conform to this rule of confidentiality.

Seniors Come Share Society expects you to respect the privacy of clients and to maintain their personal and financial information as confidential. All records dealing with specific clients must be treated as confidential. Failure to maintain confidentiality may result in termination of your volunteer position. This policy is intended to protect you, as well as SCSS, because in extreme cases, violations of this policy may result in personal liability.

Confidentiality Pledge

I am aware that, during the course of my volunteer position with Seniors Come Share Society that I may come across confidential and personal information as a result of carrying out my responsibilities. I understand that this information is critical to the operations of SCSS and may not be distributed or used outside of the organization or with individuals not associated with SCSS. In the event of my termination, I hereby agree that I will not utilize or exploit this information for my own personal gain, or share it with any other individual. I have read this policy and will hereby conduct myself accordingly.

Signature of **Applicant** _____

Printed Name _____ Date _____

Release of Information & Declaration of Intent

In order to decide my suitability for volunteering with this organization, I hereby give the Seniors Come Share Society (SCSS) consent to verify the information provided by me in this application form, contact the references listed herein to obtain and verify any information that SCSS determines to be relevant to my application.

I understand that in order to ensure the safety of SCSS clients, participants, students, volunteers and staff, I will be asked to complete a *Police Information Check, including a Vulnerable Sector Search* in addition to this application. I therefore agree to complete a PIC, at no cost to me, and have it returned to Seniors Come Share Society as soon as possible.

I understand that if SCSS approves my volunteer application and at any time later determines at its discretion that I am not suitable for volunteer service at SCSS or for the volunteer position for which I am applying, they may terminate my volunteer position for any reason without advance notice.

If SCSS approves my application for a volunteer position, I will sign any documents that the organization requires and will at all times cooperate fully with the organization in the fulfillment of my duties.

I will keep confidential all personal and other confidential information I encounter during my role as a volunteer. If at any time I determine that for any reason I am unable to support or adhere to or follow the policies or procedures of SCSS I will inform the organization and will resign my volunteer position.

I hereby acknowledge that, to the best of my knowledge, the information contained in this application form is true and correct.

Signature of **Applicant** _____

Printed Name _____ Date _____

Signature of **Witness** _____

Printed Name _____ Date _____

Thank you for your interest in volunteering for Seniors Come Share Society!