

# H'art Centre

## Volunteer Application

**VOLUNTEER NAME:** \_\_\_\_\_

**TODAY'S DATE:** \_\_\_\_\_

**CONTACT INFORMATION:**

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

City, prov, post code: \_\_\_\_\_

Home phone: \_\_\_\_\_

Work/cell phone: \_\_\_\_\_

Emergency contact name & number: \_\_\_\_\_

Would you like us to keep you up to date on H'art's events and news?

no thank you     yes please!

personal email (*not Queen's address unless you're permanent staff please!*) \_\_\_\_\_

**AVAILABILITY:**

During which hours are you available for volunteer assignments? Mornings are from 9-12:30pm and afternoons are from 12:30-3pm.

	mornings	afternoons
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

Tell us how you heard about H'art Centre?

Tell us why you are interested in volunteering at H'art Centre?

**SPECIAL SKILLS OR QUALIFICATIONS:**

Please summarise special skills and qualifications you have acquired from employment, previous volunteer work or through other activities including hobbies and sports.

**PREVIOUS VOLUNTEER EXPERIENCE:**

Please summarise your previous volunteer experience.

**PLEASE PROVIDE US WITH TWO REFERENCES (please note we MUST have daytime telephone numbers):**

**Reference 1:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, prov, post code: \_\_\_\_\_  
Home phone: \_\_\_\_\_  
Work/cell phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Reference 2:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, prov, post code: \_\_\_\_\_  
Home phone: \_\_\_\_\_  
Work/cell phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**AGREEMENT AND SIGNATURE:**

By submitting this application I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer any false statements, omissions or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed) \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

**OUR POLICY AND PHOTO RELEASE:**

It is the policy of this organisation to provide equal opportunities without regard to race, colour, religion, national origin, gender, sexual preference, age or disability. **H'ART CENTRE REQUIRES A CANADIAN POLICE INFORMATION CENTRE (CPIC) SECURITY CHECK FROM ALL OF OUR VOLUNTEERS. IF YOU HAVE HAD A CPIC DONE WITHIN THE LAST TWO MONTHS PLEASE BRING IT TO YOUR INTERVIEW.** The personal information you have provided on this form will be used only in administration of H'art's programs. By signing this document you are authorising H'art Centre to contact your references to discuss the information you provided and to use your photographs, video footage, recording of voice, and images of artwork and the use of these photographs and/or recordings singularly or in conjunction with other photographs and/or recordings for advertising, publicity, promotion or other organisational purposes. You further consent to the reproduction and/or authorization to reproduce and use said photographs, video, art images and recordings of your voice, for use in all domestic and foreign markets including the Internet. Further, you understand that others, with or without the consent of H'art Centre may use and/or reproduce such photographs and recordings.

Thank you for completing this application form and for your interest in volunteering with us. Please submit your completed application to 237 Wellington St, Kingston ON K7K 0B5 or to hartinfo@hartschool.ca