

# Volunteer Application

Tel (613)729-0911 ext 28 Fax (613)729-0959



## PERSONAL INFORMATION

LAST NAME:

FIRST NAME:

STREET ADDRESS:

CITY:

PROVINCE:

ZIP CODE:

EMAIL ADDRESS:

HOME PHONE:

CELL PHONE

DATE OF BIRTH  
(MONTH/DAY)



## EMERGENCY CONTACT

NAME:

HOME AND CELL  
PHONE:

BUSINESS  
PHONE:

LANGUAGE SPOKEN:

ENGLISH

FRENCH

OTHER

LANGUAGE WRITTEN:

ENGLISH

FRENCH

OTHER

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Please, tell us why you would like to volunteer for Bruce House:

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Do you possess a valid driver's license?	YES	NO
Do you have access to a motor vehicle?	YES	NO
Will you make a one-year commitment to volunteering with the Bruce House?	YES	NO
Are you prepared to complete the required training?	YES	NO



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### **EDUCATION: Post-Secondary and Other**

List your previous schools, beginning with the most recent.

A:

NAME OF SCHOOL:

LOCATION:

DEGREE OR  
DIPLOMA:

CONCENTRATION:

GRADUATION DATE:

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B:

NAME OF SCHOOL:

LOCATION:

DEGREE OR  
DIPLOMA:

CONCENTRATION:

GRADUATION DATE:

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Other Courses,  
Workshops, Training

## **EMPLOYMENT (MOST RECENT)**

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NAME AND ADDRESS  
OF EMPLOYER:

POSITION AND DUTY:

FROM

TO

SUPERVISOR:

TEL:

**VOLUNTEER EXPERIENCE:**

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A:

NAME OF ORGANIZATION:

POSITION AND DUTY:

FROM

TO

---

B:

NAME OF ORGANIZATION:

POSITION AND DUTY:

FROM

TO

---



**PERSONAL REFERENCE:**

NAME:

RELATION TO YOU:

ADDRESS:

TELEPHONE:

E-MAIL:



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**WORK/VOLUNTEERING REFERENCE:**

NAME:

RELATION TO YOU:

ADDRESS:

TELEPHONE:

E-MAIL:

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Have you ever been  
convicted of a criminal  
offense?

YES  
NO

(Please note that the possession of a criminal  
record will not prevent consideration of this  
application.)

Do you consent to a  
criminal records check  
by the local Police  
Department?

YES  
NO

SIGNATURE

DATE

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I certify that the statements made by me in this application are true and complete to my knowledge. I authorize Bruce House to make any inquiries necessary to verify the above statements. I understand that a false statement may disqualify my application from further consideration.

SIGNATURE

DATE

In an effort to provide you with the most appropriate placement, please take care in filling out the following sections as thoroughly as possible.

## INTERESTS (Please check all areas you are interested in.)

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### A. Support Services

Caregiver Buddy System - Providing support to staff at the transition house with the care of clients who are palliative or who require respite. Included in those responsibilities are assisting clients with feeding, reading, relaxation, being a calming presence. This position is an as needed basis. Regular four hour shift committee when there is a client in need at the house.

Buddy System - Providing psycho-social support to clients. Included in those responsibilities are socializing with clients, sharing hobbies, outings. This position requires a minimum commitment of one, three to four hour shift per week.

Client Support Volunteer – Transition House - Having dinner with clients at 5:30PM. Providing active listening for the clients in the house and engaging in activities with clients, such as playing board games, movie nights, and life skills education.

Cooking – Preparing dinner at the transition house. This position requires a commitment of three to four hour a week. Dinner is served at 5:30PM.

Health and Wellness – Provide Massage Therapy or Reiki or Therapeutic Touch to clients. Monthly commitment.

Grounds keeping - Assist with the maintenance and upkeep of grounds at our transition house location. (Seasonal)

Driving and Companionship Volunteer - Driving and accompanying clients to doctor's appointments. No regular commitment needed. Parking expenses paid for by Bruce House.

Shopping - Grocery shopping for transition house. Weekly commitment for transition house.

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### B. Resources Development

Fund-raising/Special events- Provide support in Fund raising activities. (ie.: mall information booths, coat checks) Please note that very few of our Fund-raising activities require soliciting but do require a considerable number of volunteers. Without these activities, Bruce House could not continue to offer its services. No regular commitment required.

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### C. Office Work

Administrative/Receptionist - Provide administrative support to office staff. Answer phone and take messages during office hours (9:00 AM to 5:00 PM). Assist clients at reception. Regular commitment required.

Website content/IT - No regular commitment required.

### AVAILABILITY

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Which of the following days/time do you prefer to volunteer?

Monday	9:00-13:00	Tuesday	9:00-13:00
	13:00-17:00		13:00-17:00
	17:00-21:00		17:00-21:00
Wednesday	9:00-13:00	Thursday	9:00-13:00
	13:00-17:00		13:00-17:00
	17:00-21:00		17:00-21:00
Friday	9:00-13:00		
	13:00-17:00		
	17:00-21:00		
Saturday	9:00-13:00	Sunday	9:00-13:00
	13:00-17:00		13:00-17:00
	17:00-21:00		17:00-21:00

Make sure to fill out this section as thoroughly as possible as it will give us more flexibility in providing you with a placement.