

VOLUNTEER APPLICATION FORM 2018

The information on this form is strictly confidential and is solely intended for the authorized use of Casa Cultural Colombiana Inc. to determine your suitability to become a volunteer. Please help us to determine how to make the best use of your skills as a volunteer by filling out the questionnaire below.

Volunteers play a major role in our organization. Thank-you for your interest!

Today's Date: _____

1- CONTACT INFORMATION

Last Name: _____ First Name: _____

Address: _____ Apt # _____

City: _____ Province: _____ Postal Code: _____

Cell Phone: (____) _____ Home Phone: (____) _____

Work Phone: (____) _____ Email: _____

What is the best way to contact you? _____

2- GENERAL INFORMATION

Please check which description(s) best describes your current situation?

- | | |
|--|---|
| <input type="checkbox"/> Employed full-time | <input type="checkbox"/> Employed part-time |
| <input type="checkbox"/> Student full-time | <input type="checkbox"/> Student part-time |
| <input type="checkbox"/> Stay-at-home parent | <input type="checkbox"/> Seeking Work |
| <input type="checkbox"/> Retired | <input type="checkbox"/> Other |

Are there any medical conditions that we need to be aware of? _____

Emergency Contact Information (Name of person to be notified in Case of Emergency)

Casa Cultural Colombiana
Phone: 1(647) 404 2235
Address: 7 Jopling Ave South
Toronto, ON M9N 3P4
E-mail: info@casaculturalcolombia.com

Last Name: _____ First Name: _____

Phone: (____) _____ Cell Phone: (____) _____

Relationship: _____

3- EDUCATION AND EMPLOYMENT

What are your career and/or educational background?

Highest education level completed : University _____ College _____ High School _____

Other skills or training _____

Languages Spoken: _____

4- VOLUNTEERING PREFERENCES

Why do you want to volunteer for Casa Cultural Colombiana Inc.? (i.e. Community hours, career development, interest in cultural issues, etc.)

Please check how do you learned about volunteering with Casa Cultural Colombiana Inc?

Community Referral

Our Website

Facebook

Twitter

Our newsletter

Other

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Please circle mark the days and times of the week that you are available.

Days: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Times: Morning Afternoon Evening

Please check what areas/programs are of interest to you (you may check more than one box):

- | | | |
|---|--|--|
| <input type="checkbox"/> Club de Letras | <input type="checkbox"/> Club de Cine | <input type="checkbox"/> Club de Danza |
| <input type="checkbox"/> Administrative Assistant | <input type="checkbox"/> Translator | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> Facilitator/Instructor | <input type="checkbox"/> Accountant | <input type="checkbox"/> Volunteer Coordinator |
| <input type="checkbox"/> Events Coordinator | <input type="checkbox"/> Program Coordinator | <input type="checkbox"/> Community Outreach |
| <input type="checkbox"/> Financial Committee | <input type="checkbox"/> Editorial Committee | <input type="checkbox"/> Social Media |

Other: (please) specify:

5- VOLUNTEERING REFERENCES

Current or Past Volunteer Experience:

Please provide two references. At least one should be an employee/supervisor/teacher or an individual who is not related by family ties to you. The other can be a personal friend or family member.

1- Last Name: _____ First Name: _____

Relationship to Applicant: _____ Phone #: _____

Email: _____

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2- Last Name: _____ First Name: _____

Relationship to Applicant: _____ Phone #: _____

Email: _____

I hereby authorize **Casa Cultural Colombiana Inc.** to obtain references from the above individuals in connection with my application for a volunteer position. I hereby authorize the above individuals to provide a reference in connection with my application for a volunteer position with **Casa Cultural Colombiana Inc.**, and release them from any liability in regards to it. I hereby certify that all information included in this application form is true and complete.

I understand and consent that **Casa Cultural Colombiana Inc.**, will be collecting and using my personal information, for the purpose of establishing and managing a volunteer relationship in order to ensure the safety, for statistical purposes, and to inform me about **Casa Cultural Colombiana Inc.** programs or services. I consent to the above:

Applicant's Signature

Date

6- SELF DISCLOSURE STATEMENTS

In our attempts to find honest, ethical and value based volunteers, we ask you to answer the following questions. This section is **optional**; you are not required to provide answers in order to become involved with Casa Cultural Colombiana Inc.

	Yes	No
1. Have you ever been convicted of a criminal offence in Canada or another country for which you have not received a pardon?		
2. Are you now, or have you ever been investigated, arrested or charged in Canada or any other country for an offense of any kind?		
3. Have you ever been found guilty of any criminal offence in Canada or in any other country when you were under the age of 18?		
4. Are you associated with any companies or businesses not listed on your application?		
5. Are you a member of any clubs or organizations and if so, what position do you hold?		
6. In the past seven years, have you ever been involved in a legal suit either as a respondent or a plaintiff?		
7. Are you part of a child custody, restraining or judicial order that we should be aware of?		

I promise to disclose to Casa Cultural Colombiana Inc. any information if I have become the subject of any criminal investigation during my commitment with Casa Cultural Colombiana.

Volunteer's Signature

Date

FOR CASA CULTURAL COLOMBIANA INC. USE ONLY	
Name(s) of Coordinator who received application and interviewed	

Date of Hire _____	Position _____
Date of Termination: _____	Reason _____

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RESPECT AND CONFIDENTIALITY AGREEMENT

Last Name: _____ First Name: _____

As a volunteer/employee with Casa Cultural Colombiana Inc., I agree to:

- Respect and maintain the confidentiality and privacy of information regarding any clients, employees or volunteers of Casa Cultural Colombiana Inc.
- Respect and maintain the confidentiality of any documents of Casa Cultural Colombiana Inc. and any documents of its employees, clients or volunteers.
- Respect the confidentiality of any financial information of Casa Cultural Colombiana Inc.
- Respect the rights of others and their property, including the property of Casa Cultural Colombiana Inc. or their partners.
- Respect the policies and procedures of Casa Cultural Colombiana Inc.

I understand the volunteer information confidentiality policies stated on this forms and I agree to confidentiality.

Volunteer's Signature

Date

Witnesses

Date