

# Volunteer Application Form

Applications can be submitted by:

-Drop it off at the Immigrants Working Centre at 8 Main St. East, Hamilton, ON L8N 1E8

-Fax it to 905-521-0541 Attn: Volunteer Coordinator or email to [arodriguez@iwchamilton.ca](mailto:arodriguez@iwchamilton.ca)

Name: \_\_\_\_\_  
first last

Address: \_\_\_\_\_  
number street Apt No., Unit No., City/Town Postal Code

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Position Applying For: *(Check the applicable square)*

Administrative Support [ ] English Classes assistant/ Tutor [ ]

Care to Newcomer Children Assistant [ ] Other [ ] Specify \_\_\_\_\_

Would you like to volunteer at:

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> <b>Main Site</b><br>8 Main St. E.<br>(Main St & James) | <input type="checkbox"/> <b>Rebecca Site</b><br>182 Rebecca St.<br>(Rebecca & Ferguson) | <input type="checkbox"/> <b>Mountain Site</b><br>1119 Fennell Ave.<br>(Up. Ottawa & Fennel Ave) | <input type="checkbox"/> <b>East Site</b><br>160 Centennial Parkway N.<br>(Centennial & Violet) |
|---|---|---|---|

Please list the time frames you are available to volunteer

	Monday	Tuesday	Wednesday	Thursday	Friday
Time:					

Besides English what other(s) language(s) do you know?

\_\_\_\_\_ read [ ] speak [ ] write [ ]

\_\_\_\_\_ read [ ] speak [ ] write [ ]

\_\_\_\_\_ read [ ] speak [ ] write [ ]

Please read carefully. A check in each box indicates agreement.

- I understand that in accepting a Volunteer position, I am committing myself to act in compliance with the beliefs, values, policies and processes of the Immigrants Working Centre.
- I understand that an appointment to any volunteer position does not guarantee a paid position within the organization.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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**Please Provide a Reference**

Name: \_\_\_\_\_  
*first* *last*

Day Time Phone: \_\_\_\_\_ Cell#: \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship: \_\_\_\_\_ Years known: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Observations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Resume attached
- Reference provided
- Police check (if needed)

Interview By: \_\_\_\_\_ Date: \_\_\_\_\_

## Confidentiality Statement

I, \_\_\_\_\_ do willingly promise to hold in confidence all matters that come to my attention while serving as a volunteer member of the Immigrants Working Centre. I will respect the privacy of staff and clients with whom I am working and will confer appropriately with the Executive Director.

Furthermore, I will use, in a responsible manner, information gained in the course of my service at the Immigrants Working Centre.

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Date