



Volunteer Application Form

Personal Information

Name:

Address:

City:

Province:

Postal Code:

Home Phone:

Work Phone:

Cell Phone:

Email:

Why are you interested in volunteering? Personal interest Educational Internship

Community Service Hours Work Experience Other _____

Age ____ over 18 ____ under 18

Have you ever worked or do you currently work for Solomon College?

Have you ever received services from Solomon College?

Experience and Education

What is your educational/training background?

What is your employment history?

Have you had any previous experience as a volunteer? If so, with what organizations, and what kind of work did you do?

Your Interests at Solomon College

How did you learn about us? Ad Website College/University Employee

Current Volunteer Other *Please specify* _____

Which opportunities do you wish to further explore: One-on-One Tutoring

Teacher's Assistant Computer Class Conversation Corner Substitute Teaching

Other _____

If you wish to volunteer with students under the age of 18, please check this box:

*You will have to submit a Criminal Record Check letter to us in addition to your application form.

How long can you commit to volunteering? One time Occasionally 3-6 months

6 months or more Other _____

What days and times are you available?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9-1 pm						
1-4 pm						

Select desired shift-length below:

1-2 hours 3-4 hours 4+ hours Various

Do you prefer to work (check all that apply) Directly with people served Behind the scenes

Computers Maintenance No preference

Hobbies/interests:

Skills you would like to use while volunteering:

Other languages you speak _____ Basic Conversational Fluent

_____ Basic Conversational Fluent

Do you have any allergies or other concerns we should be aware of? (Solomon College is a scent-free environment; please refrain from wearing perfume or cologne):

Date you can begin volunteering:

Name of Reference and Phone Number:

Please describe why you want to volunteer at Solomon College:

Solomon College considers applicants for internships/volunteering without regard to sex, race, age, religion, national origin, veteran or marital status, or any other legally protected status. We provide reasonable accommodation to qualified individuals with disabilities when it would not be an undue hardship. If you need a reasonable accommodation in the pre-placement process, please contact the Office Manager.

AUTHORIZATION AND AGREEMENT BY APPLICANT

1. I certify that the facts set for in this volunteer application are true and complete to the best of my knowledge. I understand that any false statement, omission or misrepresentation in my application or placement interview may result in the rejection of my application or discharge from the volunteer program.
2. I consent to having Solomon College complete a criminal background check prior to volunteering.

Signature of Applicant

Date

Parent/Guardian Signature (required if less than 18 years of age) **Date**

SOLOMON COLLEGE VOLUNTEER POLICY CONSENT

Solomon College maintains a firm commitment to provide reliable service and a safe environment to its students. To meet our obligations, and to provide the best possible service to our clients, the following Volunteer policy has been adopted and will be enforced:

1. Solomon College prohibits the solicitation of students for purposes related to profit, on or off campus.
2. Solomon College requires volunteers to respect the privacy of students by maintaining confidentiality on student personal information and language-learning status.
3. Solomon College requires volunteers to maintain full confidentiality for any information related to the students or college in general, and prohibits volunteers from using this information for business-related enterprises, educational research, and other pursuits.
4. The solicitation of students, the distribution of personal student information by volunteers, or the use of student and/or college information for outside purposes not related to the volunteer position will not be tolerated.
5. Volunteers who violate this prohibition will be subject to disciplinary action, up to and including termination. Nothing in this policy restricts Solomon College's right to terminate a volunteer at any time, with or without notice, for any reason not expressly prohibited by law.

I have read and understand the Solomon College Volunteer Policy Statement. I agree to comply with the Solomon College Volunteer Policy.

Signature of Applicant

Date

Parent/Guardian Signature (required if less than 18 years of age) Date