

Volunteer Screening Form

Today's date: _____ **Gender:** female male
First name: _____ **Last name:** _____
Birth date: (mm/dd/yyyy) _____
Address: _____ **City:** _____ **Postal code:** _____
Email: _____ **Home phone:** _____ **Cell phone:** _____

Attach resume if desired

Volunteer History:

Employer: _____ *Phone:* _____ *Date/From:* _____ *To:* _____

Duties: _____

Employment History:

Employer: _____ *Phone:* _____ *Date/From:* _____ *To:* _____

Duties: _____

Languages Spoken: _____

Training: (e.g.: first aid, Food Safe etc...) Course: _____

Are there any health problems or restrictions that may affect your volunteer work?

No ____ **Yes** ____

Emergency Contact: _____ **Relationship:** _____

Home phone: _____ **Cell phone:** _____

Time available

Check the days of the week you are available: Mon__ Tue__ Wed__ Thur__ Fri__ Sat__ Sun__

Other information: _____

Volunteer placements are made on the basis of skills, experiences & program requirements

Consent

This information is collected under the Freedom of Information and Protection of Privacy Act and is necessary for the operation of a City program or activity. The information provided will be used internally for the purpose of IDENTIFYING and CONTACTING you as a City of Burnaby volunteer.

I am aware of the nature of the activities and duties for which I have volunteered and hereby confirm that I am physically and otherwise able to perform the volunteer duties without injury or harm to myself or to others.

I understand that some volunteer activities involve travel and I agree to inform myself of the nature and scope of travel before accepting any volunteer assignment.

Volunteer Signature

Date

Parent Signature: _____

(Volunteer is under 19 years)

Criminal record checks will be undertaken for potential volunteers 19 years and up when filling positions considered to or potentially having interaction or contact with children and vulnerable persons.

Please indicate age groups you are interested in volunteering with:

Preschool (3-5 yrs) Children (6-12 yrs) Youth (11-18 years) Adults Seniors Other

Indicate type of volunteer work you are interested in: _____

Are you interested working with people with disabilities Yes No

Are you a student Yes No

Are you a Career Preparation student Yes No

SHADBOLT CENTRE FOR THE ARTS

Please indicate all Volunteer opportunities you are interested in.

Special Events:

Spring Events (Apr-Jun) Summer Events (Jul-Aug) Fall Events (Sep-Dec)

Duties: During the festival season and under the direction of the Volunteer Coordinator, to assist in a variety of duties which may include: arts activities, site set up/break down, line up control, public relations including greeting and providing event information, implementing event surveys and interacting with staff and visitors. To understand the requirements of the positions assigned; and undertake to provide service within the parameters of the job description. Must be reliable, enjoy working with people of all ages and attend scheduled orientations. Opportunities are open to Youth (min. 14 years old) and Adults.

T-shirt size: S M L XL 2XL

Theatre Usher:

Week Day Evenings Weekend Evenings Week Day Matinees Weekend Matinees

Duties: With direction from the Front of House Supervisor, you will assist in the comfort and safety of theatre patrons by doing one or more of the following: ticket taking, stuffing and handing out programs, assisting patrons to their seats, ensuring the rules of the theatre be followed, assist latecomers; assist in the safe exit of patrons should there be an emergency. Opportunities are open to Adults.

Programs:

Spring Events (Apr-Jun) Summer Events (Jul-Aug) Fall Events (Sep-Dec)

Duties: With direction from Program staff, to assist during programs or camps. Duties may include: set up and clean up, assisting instructors, various art activities, promote program information and miscellaneous tasks. Opportunities are open to Youth (min. 14 years old).