



BIG BROTHERS BIG SISTERS OF NORTH BAY AND DISTRICT

169 Lakeshore Drive, North Bay ON P1A 2B3
(705) 474-3041 FAX (705) 474-3499
bsister2@onlink.net

Dear Volunteer,

Big Brothers Big Sisters of North Bay and District is truly a worthwhile organization and we would like to thank you for your interest. Please find enclosed a Volunteer Application Form that requests the following:

- a Police Clearance
- 3 references that have known you for a minimum of 2 years (Character, Employment/Volunteer, and Family)

Upon completion of the application form, **please return to our office**. A Reference Form is then forwarded to three references provided by you.

Furthermore, it would be beneficial to provide us with the required Police Clearance as soon as possible, as this will speed up the process of you becoming a volunteer with our organization. The Clearance ensures that any adult who may be in contact with a Little Brother/Little Sister has no criminal record (details are not revealed).

Once in receipt of these forms, and processing of the necessary information, an appointment will be arranged for an interview. If you should have any questions, please feel free to contact our office at 474-3041.

Remember, “**Big Brothers Big Sisters Make the Difference.**”

Sincerely,

Bryanna Kelly
Caseworker

VOLUNTEER APPLICATION



Big Brothers Big Sisters of North Bay and District

VOLUNTEER APPLICATION

**169 Lakeshore Drive,
North Bay, ON P1A 2B3**

Phone: (705) 474-3041

Fax: (705) 474-3499

E-mail: bsister2@onlink.net

Web: www.bigsistersofnipissing.org

Date: _____

Name: _____

Address: _____

Postal Code: _____

Email Address: _____

Telephone # (H) _____ (W) _____

Place of Work: _____ Title: _____

May you be called at work? Yes No

In case of emergency, contact: _____

Telephone #: _____

How long have you lived in _____?
(City/Town) (Years/Months)

Date of Birth: _____ Place of Birth: _____

Marital Status: _____

If presently married, give spouse's name and occupation:

Name: _____

Occupation: _____

Do you drive? Yes No

Do you have an automobile available to you? Yes No

Insured with: _____ \$1,000,000. Liability: Yes No
(Name of company)

What is the current status of your health?

VOLUNTEER APPLICATION

YOUR EDUCATION (circle highest completed)

High School: 9 10 11 12 College: 1 2 3 4 University: 1 2 3 4

Graduated? Yes No Degree: _____

Are you presently enrolled in school? Yes No

If yes, name of school and course of study/major:

WORK HISTORY (Use another sheet if necessary)

1. Name and address of present or previous employer, if applicable:

Dates: _____ Supervisor's Name: _____

Brief Description of Work: _____

2. Name and address of previous/last employer:

Dates: _____ Supervisor's Name: _____

Brief Description of Work: _____

List your community/volunteer activities and membership in clubs, church or other organizations:

What are your future career and/or personal goals? _____

Languages Spoken:

Hobbies/Special Interests:

VOLUNTEER APPLICATION

When would you be available for volunteer service? Check times:

| | MON | TUE | WED | THUR | FRI | SAT | SUN |
|-----------|-----|-----|-----|------|-----|-----|-----|
| Morning | | | | | | | |
| Afternoon | | | | | | | |
| Evening | | | | | | | |

Comments: _____

Do you have any commitments, which would affect your time and availability? _____

Do you have any training or experience in any of the following?

- Medicine
- Education
- Mental Health
- Criminology
- Counseling
- Law Enforcement
- Psychology
- Advertising or Public Relations
- Drug and Alcohol Abuse Programs
- News Media
- Child Development
- Writing
- Child Care
- Public Speaking
- Child Welfare
- Art or Graphics
- Social Work

If you answered yes, please describe:

VOLUNTEER APPLICATION

Volunteer work preferred? (If you have any questions regarding these or any positions, please feel free to call us at 474-3041):

- Board or Committee Member
- Golf Tournament – registration, hole monitoring, silent auction (July)
- Heritage Festival – food booth or other fundraising (July-August)
- Tag Day (no soliciting) (August)
- Curling Tournament – kitchen help, registration, raffle, prize & awards (November)
- Christmas House Tour (December)
- Christmas Wrap – wrap gifts (December)
- 50/50 Draws – ticket sellers (no soliciting)
- Bingo (Lakeshore Bingo)
- Office work (Newsletters, web page updates, etc.)
- Other, please specify: _____

Why are you interested in becoming a volunteer for Big Brothers Big Sisters?

Is there anything else we should know about you that would help us in finding you a suitable volunteer position with Big Brothers Big Sisters? _____

PERSONAL REFERENCES (3)

- 1- Volunteer/Employment Reference
- 2- Character Reference
- 3- Family Reference
- References should have known you for a minimum of 2 years.
- Please be sure to include full addresses and postal codes for all references.
- Notify your references and obtain their consent.

1. Name (Character): _____

Full Address: _____

Telephone # _____ Relationship: _____

2. Name (Employment/Volunteer): _____

VOLUNTEER APPLICATION

Full Address: _____

Telephone # _____ Relationship: _____

3. Name (Family):

Full Address: _____

Telephone # _____ Relationship: _____

AFFIRMATION AND RELEASE

I, _____, hereby affirm that all of the answers provided on my volunteer application are true. I hereby authorize the *Big Brothers Big Sisters of North Bay and District* to inquire into my background to determine my suitability as a potential volunteer. I understand that the information requested in this application will be used only for the purpose of determining suitability as a volunteer. I am aware of the sensitive and confidential nature of the documents, reports and other material I may examine in my capacity as a volunteer. I will discuss these matters with only those persons directly involved in the agency or who will be consulted for their professional knowledge and expertise.

Signature _____

Date _____

Thank you for your interest in becoming a volunteer for Big Brothers Big Sisters.
Please return completed application to the Big Brothers Big Sisters office. Thank you.