



Choir Volunteer Application

IMPORTANT: Your application will not be considered unless fully completed and accompanied by two completed and sealed reference forms. Read the directions in this application carefully.

Personal Information

First Name: _____ Family/Last Name: _____

Male Female

Your age category: Youth under 18, Youth 18-24, Adult over 24

Street Address: _____ Apt. No: _____

City: _____ Postal Code: _____ Occupation (if any): _____

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

E-mail address (main way for us to contact you): _____

Preferred Shift(s) Thursdays: [] 2:30 - 3:30 [] 3:30 - 4:30 [] 4:00 - 5:00

How long can you commit to volunteering for Mimico Children's Choir (we request a minimum 4 month commitment)?
[] 4 months [] 6 months [] 1 year or more

Why do you want to be a Choir volunteer?

Relevant Experience

Education, including relevant dates (If you're a student, indicate your **current grade level**):

Work Experience, including relevant dates:

Volunteer Experience, including relevant dates:

Skills, Interests, Hobbies, Other Experience:



References

Using the attached forms, please provide:

1. a personal/family reference (can be a friend, parent or spouse)
2. a work/academic/volunteer reference (**must** be a teacher, employer or supervisor... **cannot** be a co-worker, friend or family)

It is preferred that your referees know you for at least four months. **Your application will not be considered unless accompanied by these two completed AND SEALED reference forms.**

Please **provide your referees with an envelope** in which they can **seal** the form and **sign** the closure before they return it to you. Submit your application and the accompanying reference envelopes to the staff at the Choir where you wish to volunteer. If your application is approved, a program co-ordinator will contact you regarding an interview.

You are required to complete and sign the section below. Please read it before signing.

I, _____ (applicant) hereby authorise Mimico Children's Choir to solicit a reference from _____ and _____ (full names of referees) in connection with my application for this volunteer position, and to investigate any statements made in this application, and release Mimico Children's Choir and all others from liability in connection with such activities.

I hereby authorise the above named referees to provide a reference in connection with my application for this volunteer position, and release them from any liability in regard to providing that reference.

I hereby confirm that I have provided my referees with the reference form to complete themselves and that they have returned the completed form to me in a signed and sealed envelope, ensuring their confidentiality.

I understand that to ensure the safety of Choir members, I will be asked to complete a Police Records Check at no cost to myself.

I hereby certify that all of the information included in this application form is true and complete. I understand that an incomplete application will not be considered, and that providing false or misleading information may result in dismissal, regardless of the time of discovery.

Signature

Today's Date (day/month/year)

Thank You! We appreciate your interest in volunteering with Mimico Children's Choir.

The Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act. This information will only be used for the proper administration of the Choir and the provision of Choir services and programs by Mimico Children's Choir. Questions related to the collection of this personal information should be directed to mimicochildrenschoir@gmail.com



Police Reference Check Information

If the Police Service receives a Consent to Disclosure form signed by the volunteer applicant authorizing it to carry out a police reference check, the Service will conduct an electronic search of the CPIC Investigative, Intelligence and Identifications data banks and any Service data banks for available information about the applicant. Among other things, the Service will search for any information on file relating to: criminal convictions, outstanding charges before the courts, probation information (including peace bonds, restraining orders, and reporting conditions), any prohibitions relating to the applicant (includes firearms, driving, hunting and boat), federal or provincial parole information, and information relating to whether the applicant is suspected of committing a criminal offence or is involved in a serious criminal investigation. **Please note that this is not an exhaustive list and the Service may have access to other information about the applicant through its database searches.**

More information about the Toronto Police Reference Check Program can be found at <http://www.torontopolice.on.ca/prcp/>.

Parental Acknowledgement Form

(to be completed for volunteer applicants under the age of 18 years)

I acknowledge that my son/daughter _____

has applied to volunteer with the Mimico Children's Choir.

I acknowledge that the volunteer screening process at the Mimico Children's Choir includes a police record check and the collection of personal information.

Name of Parent/Guardian (Please Print)

Signature of Parent/Guardian

Date (day/month/year)



Volunteer Application – Personal or Family Referee

Dear Referee,

This applicant has applied to be a volunteer with the Mimico Children's Choir. The Choir screens all volunteers by asking for written references. Your responses are confidential. Please complete this form, seal it in the envelope provided by the applicant, **sign across the flap of the sealed envelope**, and return it to the applicant. Thank you for your assistance and for taking the time to complete this form.

Volunteer Applicant's Name: _____

Referee: _____ Name _____
(Please Print) Signature

Today's Date: _____ Referee's Phone number: (_____) _____

What is your relationship to the volunteer applicant? _____

How long have you known the applicant? _____

On a scale of 1 – 5, please indicate how the following personal characteristics apply to this applicant.

| | Little – 1 | 2 | 3 | 4 | Lot – 5 | Unknown |
|------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Dependability: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to work independently: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Patience: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to relate to children: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sense of responsibility: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to communicate in English: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please make additional comments about this applicant's suitability for this volunteer position. Attach additional comments on a separate page if you wish.

The Mimico Children's Choir may contact you to confirm the information provided.

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Volunteer Application – Work (Supervisory), Academic or Volunteer Experience Referee

Dear Referee,

This applicant has applied to be a volunteer with the Mimico Children's Choir. The Choir screens all volunteers by asking for written references. Your responses are confidential. Please complete this form, seal it in the envelope provided by the applicant, **sign across the flap of the sealed envelope**, and return it to the applicant. Thank you for your assistance and for taking the time to complete this form.

Volunteer Applicant's Name: _____

Referee: _____
Name (Please Print) Signature

Today's Date: _____ Referee's Phone number: (____) _____

Referee's company/school/organization: _____

What is your work/organizational connection to the applicant? _____

How long have you known the applicant? (should be more than 4 months) _____

On a scale of 1 – 5, please indicate how the following personal characteristics apply to this applicant.

| | Little – 1 | 2 | 3 | 4 | Lot – 5 | Unknown |
|------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Dependability: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to work independently: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Patience: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to relate to children: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sense of responsibility: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to communicate in English: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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Please detach and keep this page for your information.

Volunteer Screening Practice

Thank you for your interest in volunteering with the Mimico Children's Choir. Candidates applying for volunteer opportunities must complete the following screening process:

1. Please complete the Application Form, including the two attached reference forms (one to be filled out by a friend or family member and the other to be completed by a professional such as a teacher, employer or agency representative). The completed references must be enclosed in signed, sealed envelopes.
2. Please return your **fully** completed volunteer application form, including the two completed reference forms, to the Choir mailing address:
Mimico Children's Choir
c/o Mary Bella, Choir President
40 Hillside Ave.
Toronto ON M8V 1S6
3. Choir staff will usually contact you only if your application is successful, at which time we will send you a **Police Reference Check (PRC) form which should be sent back to the Choir**. The Mimico Children's Choir covers the cost of the PRC and submits the form to Toronto Police Services on your behalf.
4. Volunteers will receive a processed PRC form or a letter of PRC findings from the police, usually within 3 months of their interview. Before starting in the program, volunteers are required to submit the processed original PRC form (not a copy) to the Mimico Children's Choir. Volunteers who receive a letter of PRC findings must contact the Volunteer Coordinator mimicochildrenschoir@gmail.com within 5 days of receiving the letter to discuss their status with the program and arrange to submit your PRC form to the Choir.

Please direct any questions to mimicochildrenschoir@gmail.com.

More information about the Choir can be found at www.MimicoChildrensChoir.com.