Task Title: Completing a Volunteer Application Form

Learner Name:	
Date Started: **Date Completed:**	
Successful Completion: Yes___ No___	

Goal Path: Employment _ Apprenticeship___ Secondary School___ Post Secondary___ Independence ✓

Task Description:
In this task set, a learner is asked to complete a Volunteer Application Form in order to volunteer with a local agency.

Competencies:	**Task Group(s):**
A: Find and Use Information	A1: Read continuous text
B: Communicate Ideas and Information	A2: Interpret documents
	B2: Write continuous text
	B3: Complete & create documents

Level Indicators:

A1.1:   Read brief texts to locate specific details

A2.2:   Interpret simple documents to locate and connect information

B2.1:   Write brief texts to convey simple ideas and factual information

B3.1a: Make straightforward entries to complete very simple documents

B3.2b: Create simple documents to sort, display and organize information

Performance Descriptors: see chart on last page

Materials Required:
- Question or Task Sheet
- Volunteer Application Form (attached)

Instructor Preparation: Review the tasks. Help the learner prepare with skill-building activities.

Task Title: Completing a Volunteer Application Form

In this task, you want to volunteer for a local agency. You need to complete the Volunteer Application Form as the first step to joining the agency.

Task 1:   Circle or highlight where you have to put your email address and cell phone number.

Task 2:   List your emergency contact person.

_____

Task 3:   List three skills, hobbies or interests that you have which may help prepare you for a volunteer position.

_____

_____

_____

Task 4:   Complete the Most Recent Employer, Position and Length of Employment boxes on the form.

Task 5:   How many references do you need to provide?

_____

Task 6:   Circle, underline or highlight the two acts that protect your personal information.

Task 7:   What will happen if you provide false information to the agency?

_____

_____

Task 8:   Circle, underline or highlight the three places that you need to sign your name.

Volunteer Application

Name:	Home Phone:	Cell Phone:
Address:	Email:	

Emergency Contact Name:	Emergency Contact Phone Number:	

Most Recent Employer:	Position:	Length Employment
Volunteer Experience: 1. 2. 3.	Position/Title: 1. 2. 3.	Length of Role: 1. 2. 3.

Personal Information:

Please list any skills or resources including hobbies and interests that might benefit your work with us.

Vehicle information:

Do you wish to use your vehicle for volunteering purposes?   Yes   No

References

Please provide three references (i.e. previous agency where you volunteered, employer or associate. Please do not use relatives.)

1) Name: _____ Relationship:_____

Phone number: _____ Email: _____

2) Name: _____ Relationship: _____

Phone number: _____ Email: _____

3) Name: _____Relationship: _____

Phone number: _____ Email: _____

Authorization

Authorization for Collection of Personal Information.

I have completed this application with the understanding that the "AGENCY" will collect, retain, disclose, use and dispose of my personal information in accordance with its obligations under applicable legislation, including the *Freedom of Information and Protection of Privacy Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

I understand that the "AGENCY" will rely on this personal information to conduct reference checks of my employment and/or volunteer experience; to verify any character references I have supplied; and to manage my ongoing employment or volunteer relationship with the "AGENCY".

I certify that the information I have provided is true to the best of my knowledge as of today's date. I undertake to keep the "AGENCY" informed if any of this information changes at any time. I also understand that willfully providing false information may result in the termination, for cause, of my employment or volunteer relationship with the "AGENCY".

Signature: _____ Date: _____

(Parent/Guardian signature required for children under 18 years old)

Volunteer Statement of Confidentiality

I, _____, agree to hold as confidential and will not disclose or release to any person or agency at any time, except where required by law, any information or document that tends to identify anyone receiving services from the "AGENCY" without written consent of the individual or their guardian prior to the release or disclosure of information or documents. I understand the breach of client confidentiality may result in my being removed from my volunteer position.

Signature: _____ Date: _____

(Parent/Guardian signature required for children under 18 years old)

Photo Video Consent

I, _____, authorize the "AGENCY" to use my picture and quotes during volunteering for the publishing of marketing products such as: the website, bulletins, flyers etc. I acknowledge that the "AGENCY" cannot be held responsible for the outcomes of the pictures.

Signature: _____ Date: _____
(Parent/Guardian signature required for children under 18 years old)

_____   _____
       Interviewing staff signature   Date completed

Task Title: Completing a Volunteer Application Form

	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	• reads short texts to locate a single piece of information			
	• decodes words and makes meaning of sentences in a single text			
	• follows the sequence of events in straightforward chronological texts			
	• follow simple, straightforward instructional texts			
	• identifies the main idea in brief texts			
A2.1	• scans to locate specific details			
	• interprets brief text and common symbols			
	• locates specific details in simple documents, such as labels and signs			
	• identifies how lists are organized (e.g. sequential, chronological, alphabetical)			
	• requires support to identify sources and to evaluate and integrate information			
A2.2	• performs limited searches using one or two search criteria			
	• extracts information from tables and forms			
	• uses layout to locate information			
	• makes connections between parts of documents			
B2.1	• writes simple texts to request, remind or inform			
	• conveys simple ideas and factual information			
	• demonstrates a limited understanding of sequence			
	• uses sentence structure, upper and lower case and basic punctuation			
	• uses highly familiar vocabulary			

B3.1a	• makes a direct match between what is requested and what is entered			
	• makes entries using familiar vocabulary			
B3.2b	• follows conventions to display information in simple documents (e.g. use of font, colour, shading, bulleted lists)			
	• sorts entries into categories			
	• displays one or two categories of information organized according to content to be presented			
	• identifies parts of documents using titles, row and column headings and labels			

This task: was successfully completed___ needs to be tried again___

Learner Comments

_____ _____

Instructor (print) **Learner Signature**