



Hesperus Village Volunteer Application/Information Form

The information collected on this application form is solely intended to determine applicant suitability for a volunteer position. Any information collected on this application form will remain strictly confidential and any personal information disclosed for the purpose of obtaining a reference will be treated as confidential and private.

Please Note: Depending on the nature of the volunteer work you will be doing a police check will also be required. This will be discussed further once your application has been processed.

Name of applicant: _____

Address: _____ Home phone: _____

City: _____ Business phone: _____

Postal code: _____ Cell phone: _____

E-mail: _____

Emergency contact: _____
(please print name and number)

Preferred communication method: Home phone _____ Work phone _____

Cell phone _____ E-mail _____

Have you previously volunteered with Hesperus Village? No Yes

If yes, what was the nature of the activity, dates, reason for leaving?

If no, how did you hear about Hesperus Village? _____

Why do you wish to volunteer at Hesperus Village? _____

Are you currently employed? Yes _____ No _____

Current or previous work experience/occupation: _____

Describe previous volunteer experience at other places:

First Aid Information:

Do you have a First Aid Certificate? Yes _____ No _____

If yes, what is the expiry date? _____

Languages:

Spoken: English _____ French _____ Other _____

Written: English _____ French _____ Other _____

Skills:

Arts _____ Dance _____ Health _____

Athletics _____ Drama _____ Library _____

Computers _____ English _____ Music _____

Website Development _____ Handicrafts _____ Office _____

Writing _____ Event Co-ordination _____ Gardening _____

Cooking _____ Meal Serving _____

Program/Activity Area: check your area(s) of interest

<p>Kitchen (Monday – Friday, we ask for a minimum of a three-hour window between 9am and 3pm) Every day a nutritious lunch is served in the dining room for residents and visitors. Volunteers help with set up, prepare coffee and tea, food preparation, serving meals, delivering meals to resident apartments if needed, and clean up.</p>	<input type="checkbox"/>
<p>Coffee Time (Mondays, 9:00 – 11:00am) Every Monday residents gather in the lobby area to share a cup of coffee or tea, delicious snacks, and good conversation. Volunteers are needed to set up, serve, clean up, and join the conversation. (NOTE – during the COVID pandemic, Coffee Time is offered as Take Away only)</p>	<input type="checkbox"/>
<p>Afternoon Refreshments (summer only) (Wednesday 2pm to 5pm) Every Wednesday afternoon in July and August residents gather on patio for refreshments. Volunteers are needed to prepare the refreshment, set up, serve, clean up, and join the conversation.</p>	<input type="checkbox"/>
<p>Reception (Monday – Friday, 9:00am – 12:30pm or 1:00 – 3:30pm) Lead general reception duties: answering telephone, monitoring e-mail, take payments, forward mail, etc. Training will be provided. (NOTE – not available during COVID pandemic)</p>	<input type="checkbox"/>
<p>Events Support (may include evenings and weekends) Festivals and community events are an essential part of the life of Hesperus' vibrant community. Provide assistance in planning and co-ordination of a variety of events.</p>	<input type="checkbox"/>
<p>Gardening Hesperus has a vegetable garden and an active Garden Circle. Volunteer work in the garden will include preparation of soil for seeding, weeding, planting, watering, more weeding, harvesting, and preparing the garden for winter.</p>	<input type="checkbox"/>
<p>Other Please describe any other offering / activity that you would be interested in volunteering time for.</p>	<input type="checkbox"/>

Availability:

Please indicate your availability by outlining the days and times you are available. Also indicate if you have a particular start date and end date in mind. For High School Students we prefer that volunteer hour shifts are a minimum of 3 hours at a time and that start and end of volunteer contract is within a 3-month period of time.

Reference Checks:

If required, do you authorize Hesperus Village to contact the persons/organizations listed below and for the persons/organizations to disclose information for the purposes of obtaining a personal reference regarding your suitability for volunteer activities?

No _____ Yes _____

1. Name of Reference _____

Employer/Relationship _____

Position/Activity _____

Phone Number _____

2. Name of Reference _____

Employer/Relationship _____

Position/Activity _____

Phone Number _____

Applicant's Signature: _____

Date: _____

The information provided on this application form will be treated in accordance with the Personal Information and Protection and Electronic Documents Acts (PIPEDA). It will be used by Hesperus Village for the purpose of selecting, placing and communicating with volunteers. The information will not be shared with any outside organization. Completing this application constitutes consent to the collections, use or disclosure of this information for the purposes described.