

SAMPLE VOLUNTEER APPLICATION FORM TEMPLATE

Note: This page of the template is generic. All volunteers applying for all positions would be asked these questions (and/or others that are relevant/applicable to every position).

... ANGLICAN CHURCH or PARISH OF
Anglican Diocese of NS & PEI

VOLUNTEER APPLICATION FORM

(Page 1 of 2)

Name: _____

Telephone number(s) where you can be reached: Home? Cell? Work?

Please indicate if you have a preference about when we call you? Weekdays only ___
Evenings during the week ___ Weekends only ___ No preference ___.

Email Address: _____

Emergency Contact Person:

Name: _____

Relationship to you (optional): _____

Phone number(s) at which this person can be contacted – **please include area code:**

How long have you been attending/been involved in our church/parish? How have you been involved?

Please list the church/parish ministry(ies) in which you would like to serve:

Note re Privacy of Information: The information collected on this form is for church/parish use only. It will not be shared with or sold to any groups or organizations, and it will be kept in our confidential files.

Publication/Posting of Names/Photographs—Request for Consent: Please be aware that we occasionally publish/post the names and/or photographs of parish members, staff, clergy, volunteers, etc., in the Parish Bulletin, in mail-outs, on our website, etc.

Do you consent to having your name and/or photograph published/posted as described here?

Yes, I consent: (Signature) _____

No, I do not consent: (Signature) _____

I certify that the information I have provided in this document (pages 1 and 2) is true and complete.

Applicant's Name (please print): _____

Applicant's Signature: _____

Date: _____

Note: This page would be tailored to a specific position. The position should be named and the specific bona fide occupational requirements (BFORs) you have identified through your audit should be listed, so that your screening efforts focus on identifying whether someone meets (or could meet, e.g., with training, etc.) the BFORs of the position.

Your Name: _____

Volunteer Position Sought: _____ (Name it: e.g., Sunday School Teacher, Lay Visitor) _____

Following is a list of the skills, qualities, characteristics, etc., that are needed in order to fulfill this position faithfully and competently. (Note: These are the BFORs, identified through an audit of the position.)

1. e.g., Trustworthiness, dependability
2. e.g., Ability to work well with children
3. e.g., Good judgment
- 4.
- etc.

YOUR EXPERIENCE:

Do you think you possess these skills, qualities, characteristics? Please tell us about your paid or volunteer work, education, or other life experiences as they relate to this position and these skills, qualities, characteristics?

(Note: This could be completed through a conversation, discussion, interview, etc. and/or with a resumé or list of volunteer activities, etc., if that suits the situation better.)

REFERENCES:

Please provide us with the names and contact information for (2, 3, more?) references who can tell us about your suitability for this position (i.e., how your skills, qualities, characteristics match those required by this position, as identified above).

Name of Reference	Relationship to you (e.g., employer, former rector, etc.)	Contact Information
1.		
2.		
3.		

NOTE RE POSITIONS OF TRUST:

If this is a Position of Trust as defined by our insurer, you would be required to obtain a Police Records Check that includes a Vulnerable Sector Check before you take up the position. Please note: We recognize that many people have “records” of some kind with local, regional, provincial, or national police services, and that this fact should not automatically disqualify an individual from a position. Each situation of this kind will be handled individually, and confidentially, and a decision made based on the nature of the position, including and of primary importance, whether it is a position of trust; the nature and degree of vulnerability of the people being served, the qualities, skills, attributes required to fulfill it, and the nature of the information identified in the report from the police.