

Honour House Form Instructions

How to fill in the form in the web browser:

- 1) The form should already be open in your browser
- 2) **Fill in the information** on screen **using your mouse and keyboard**
- 3) When you have finished filling in your details, **move your mouse to the *Bottom Right Corner*** of the browser window & a menu will appear
- 4) **Click the < Printer Icon >** and the form will be sent to your printer



How to download & print directly from your computer screen:

- 1) Move your mouse to the **Bottom Right Corner** of the browser window and a menu will appear on the screen
- 2) Click on the < **Save Icon** > to download to your computer



- 3) **Fill in your information** on the screen **using your mouse and keyboard**
- 4) Click the < **Print Form** > button at the end of the form and it will be sent to your printer

Signed By (This signature certifies your statements in the entire volunteer application form.)

Today's date

- 5) Send the form **to the address listed above**

How to download, print and fill this form by hand:

- 1) Move your mouse to the **Bottom Right Corner** of the browser window and a menu will appear on the screen
- 2) Click the < **Printer Icon** > and the form will be sent to your printer



- 3) **Fill in the printed form by hand** to send to the address listed above

Signed By (This signature certifies your statements in the entire volunteer application form.)

Today's date



Volunteer Application Form

Personal Information

Current Date

First Name: Last Name:

Street Address:

City: Province: Postal Code:

Country:

Phone 1: Home Mobile Work

Phone 2: Home Mobile Work

Phone 3: Home Mobile Work

e-mail:

References:

Please provide us with 2 reference names and contact numbers (optional):

Name:

Telephone Number:

Type of Reference:

Employment:

Volunteer:

Character:

Other Info:

Name:

Telephone Number:

Type of Reference:

Employment:

Volunteer:

Character:

Other Info:



Skills:

I have experience in / would like to volunteer in (select all that apply):

Administration:

Reception

Photocopying equipment

Postage equipment

Home

Mobile

Computer Skills:

Hardware

Networks

Database management

HTML/website

Word processing

Database management

Other

If other, please specify:

Communication:

Writing

Editing / proof reading

Research

Public relations

Public speaking

Marketing

Other

If other, please specify:

Special Events:

Events registration

Setup, takedown

Deliveries

People Management:

Volunteer coordination

Coordinating training

Group facilitation

Accounting:

Accounting

Book keeping

Governance:

Board experience

Policy development

Strategic planning

Organizational skills

Community mobilization

Other Skills:

Housekeeping Volunteer

Garden Crew

Indoor/Outdoor Maintenance

Other talents and skills: (Please Specify):



Languages Spoken:

Trades: Electrical, plumbing, carpentry
(Please Specify):

Availability: Please check all times you are available to Volunteer

Monday: Morning Afternoon Evening

Tuesday: Morning Afternoon Evening

Wednesday: Morning Afternoon Evening

Thursday: Morning Afternoon Evening

Friday: Morning Afternoon Evening

Saturday: Morning Afternoon Evening

Sunday: Morning Afternoon Evening

Are you interested in being on our "on call" list for short-term events such as our fundraising events or putting together information packages, staffing a display booth?
 Yes No

Personal Information:

This information is used only for statistical analysis.

Date of Birth

Gender: Yes No

Reasons you would like to become a volunteer at Honour House?



Reasons you would like to become a volunteer at Honour House?

How did you find out about our volunteer program?

What volunteer, professional or other experience have you had that will assist you in the role you are applying for?

Emergency Contact Information:

Name:

Name:

Home Phone No. of Emergency Contact:

Business Phone No. of Emergency Contact:

Emergency Contact Information:

Do you have any physical or psychological conditions where there could be the potential for the condition to affect your volunteer role, or that the house manager should be aware of?

Yes

No

If yes, please specify below:

Do you have any physical or psychological conditions where there could be the potential for the condition to affect your volunteer role, or that the house manager should be aware of?

Yes

No

Have you ever been terminated from employment, penalized or suspended from employment for inappropriate action with children, or have you ever been accused of inappropriate conduct with children in your personal life?

Yes

No

Signed By (This signature or initial certifies your statement above)



I certify that the statements made in this volunteer application are true and correct, and have been given voluntarily. I will familiarize myself with policies and procedures of Honour House Society as I participate at Honour House.

Volunteer resources – privacy and personal information (please read carefully) HHS will not collect, use or disclose your personal information unless you have provided your consent in accordance with the HHS Privacy Policy, the BC Privacy Protection Act and the Canadian Freedom of Information and Protection of Privacy Act, or where required by law.

The HHS Volunteer Application form requests information such as your name, address, contact information, demographic information, work history and education, for the purposes of volunteer coordination. Your personal information is also used for: program statistics and evaluation as per funding requirements; mailings of information related to HHS activities and events.

You have the right not to answer a question or to not complete a section of the volunteer application as you so choose.

In addition, you have the right to withdraw consent to use your personal information for the purposes noted above. Please notify the Privacy Officer at HHS in order to activate this change.

Please indicate that you withdraw consent of the use of your personal information by checking the appropriate box

My name may not be made available for recognition purposes & activities Do not use my name

You may not contact me regarding new volunteer opportunities & training Only use my information for skills listed in this application

I give my consent to have my photograph taken for the volunteer file. Yes No

I give my consent to Honour House Society to utilize my photograph(s) for public relations purposes. Yes No

I have read and understood the privacy statement. Yes No

Signed By (This signature certifies your statements in the entire volunteer application form.)

Date Downloaded

9/18/14