

**Once completed, please return to the Child Witness Centre by email, mail or fax.**

**A. GENERAL INFORMATION**

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (evening): \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**EMERGENCY NOTIFICATION**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (work): \_\_\_\_\_

**CRIMINAL OFFENCE/CONVICTIONS**

Have you ever been convicted of a criminal offense which was not Pardoned by the Court? \_\_\_\_\_

**Please note that throughout a successful candidate's association with the Centre, that there is an ongoing obligation to disclose to the Executive Director all criminal convictions.**

If the position you are applying for requires you to be able to drive, please list any driving offence convictions you have had in the last 6 years.

\_\_\_\_\_  
**Please note that where the successful applicant's ability to drive is required for his/her position, there is an ongoing obligation to disclose any new driving offence convictions to the Executive Director.**

**B. EDUCATION HISTORY**

Are you currently at school? Yes  No  If yes, current school: \_\_\_\_\_

Grade Level/Degree: \_\_\_\_\_

Language(s) Spoken: \_\_\_\_\_ Language(s) Written: \_\_\_\_\_

**C. WORK HISTORY**

Are you currently employed? Yes  No  Full-time  Part-time  Retired

If yes, where: \_\_\_\_\_ Job Title: \_\_\_\_\_

Work Experience: Please list your last three positions, employers and the dates you held those positions:

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_

**D. VOLUNTEER EXPERIENCE**

Please list your volunteer experiences

- 1. Placement: \_\_\_\_\_ Experience: \_\_\_\_\_
- 2. Placement: \_\_\_\_\_ Experience: \_\_\_\_\_
- 3. Placement: \_\_\_\_\_ Experience: \_\_\_\_\_

Other Community Involvement: \_\_\_\_\_

Why did you choose the Child Witness Centre?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Share with us something about yourself, interests, hobbies, etc.

\_\_\_\_\_  
\_\_\_\_\_

## E. AREAS OF INTEREST

What type of volunteer work would you be interested in? Choose as many as you wish.

Office Administration

Fundraising

Building Maintenance

Member of the Fundraising Committee

Marketing and Media Relations

Member of the Board of Directors

Planning and Organizing Special Events

Assisting at Special Events

Driving – Distribution of Brochures

Telephone Work

Writing Newsletter Articles

Project Work

**No volunteer positions have direct contact with the children in the Child Witness Program**

## F. TIME AVAILABILITY

Please indicate your preference:

1. A short term assignment

4. Helping out when available

2. A fixed time commitment

5. Home tasks

3. On-going volunteer duties

6. Other: \_\_\_\_\_

Could we call you to volunteer on short notice? Yes  No

## G. FORMS AND DOCUMENTS TO BE PROVIDED ONLY UPON THE REQUEST

The Child Witness Centre may request the applicant to provide any or all of the following, but will only request the following at the time it is needed.

1. Letter(s) of Reference
2. Oath/Affirmation of Compliance with the Child Witness Centre Code of Conduct
3. Police Check
4. Family and Children's Services Check

## H. PLEASE SIGN AND DATE

I hereby agree that all information provided is true and accurate and I give the Child Witness Centre authorization to check references.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Sign or type name)