



The Boys and Girls Club of Sarnia–Lambton
a good place to be

VOLUNTEER/CO-OP APPLICATION FORM

Thank you for applying for a Volunteer/Co-op position with The Boys and Girls Club of Sarnia-Lambton (BGCSL) Further to our mandate of reducing the risk of abuse within BGCSL's programs, and to consider your suitability for a volunteer/co-op position, we need to collect some information from you. This application form is necessary to protect our children, youth, staff, volunteers and co-op students and to effectively place you into one of our programs. Thank you in advance for providing this information. Please email completed form to Lisa Lanouette, llanouette@bgcsarnia.com

Position applied for: Volunteer Co-op student

Personal Information

Full Name _____

Address _____

Postal Code _____ Email _____

Phone Number: _____

Student Applicants; Name of School: _____

Grade: _____ or Field of Study: _____

Present and previous youth-related volunteer/co-op/work experience

1. Name of Organization: _____

Dates: _____

Description of Work: _____

Supervisor: _____ Phone Number: _____

2. Name of Organization: _____

Dates: _____

Description of Work: _____

Supervisor: _____ Phone Number: _____



Information about your ability to work with children and youth

In order to continue to provide a safe and secure environment for BGCSL’s children and youth, we believe it is necessary to ask you the following questions. All information will be kept in complete confidence and will not be disclosed by BGCSL unless required by law. Answering “yes” to any of the following questions may not necessarily prevent you from being placed in a volunteer/co-op position with BGCSL. Thank you in advance for your understanding.

1. Are there any circumstances involving your lifestyle or history that could call into question your ability to work safely with children or youth Yes No

2. Have you ever been convicted or found guilty of a criminal offence for which a pardon has not been granted? Yes No
If yes, please list offence(s) and the date(s) of conviction: _____

3. Have you ever been expelled from or had your employment terminated by any organization/employer for assault, violence or impropriety against any adult, child, youth or vulnerable person (e.g. seniors or persons with disabilities) Yes No

4. Have you ever been investigated by the Child Welfare Agency or any other organization for suspected child abuse? Yes No

5. Have you ever been a defendant or respondent in a civil lawsuit or human rights complaint or other legal proceeding in which you were alleged to have abused or engaged in violence, harassment or other immoral or illegal behaviour or conduct involving children, youth or vulnerable persons? Yes No

6. Do you have any health concerns which could impact your ability to perform the functions of the volunteer/co-op position for which you are applying? (Please note that such health concerns may not prevent you from holding the position for which you have applied) Yes No

7. Do you have any contagious diseases or conditions of which we should be aware, and which we may need to take steps to protect against should you volunteer/co-op at BGCSL? Yes No



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Area of Interest: Please indicate where you would like to volunteer and list your hobbies, interests, skills, talents, training, education or other qualifications that have prepared you to volunteer at the Club.

Monday Tuesday Wednesday Thursday Friday

Times Available: _____

References

Please provide the names of three individuals, excluding relatives, who could provide a reference for you.

1. Name of Reference: _____

Phone Number: _____ Email: _____

Nature of Relationship: _____

How long have you known this person: _____

2. Name of Reference: _____

Phone Number: _____ Email: _____

Nature of Relationship: _____

How long have you known this person: _____

3. Name of Reference: _____

Phone Number: _____ Email: _____

Nature of Relationship: _____

How long have you known this person: _____



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Vulnerable Sector Screening:

All potential candidates for employment and/or volunteer duties with the BGCSL are required to undergo a “Vulnerable Sector Check” (VSC)

Information collected through a VSC will include:

- Criminal convictions (summary and indictable) from CPIC and/or local databases.
- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probations and Prohibition Orders.
- Absolute and Conditional Discharges from local database only.
- Family Court Restraining Orders.
- Charged and processed by other means such as diversion.
- Dispositions including, but not limited to, Withdrawn, Dismissed, and cases of Not Criminally Responsible by Reason of Mental Disorder.
- A review of all available police contacts including, but not limited to, theft, weapons, sex offences, or violent, harmful or threatening behaviour which may or may not have involved a mental health incident.
- All pardoned criminal convictions, including non sex offences, identified as a result of a Police VSC and authorized for release by the Minister of Public Safety.

Obtaining a VSC

- Attend at the police station where you live
- Every applicant must submit their forms in person along with two (2) pieces of government issued ID including one with a picture.
- Fees are set by the Police department
- The police will mail the response to the applicant or it can be picked up in person by the applicant
- BGCSL will reimburse the cost of the VSC only upon hiring the applicant
- All information obtained through the Criminal Reference Check will be treated as strictly confidential and will be noted in the personnel files.

Approval of a Criminal Reference Check

No one will work unsupervised prior to receipt of a satisfactory VSC. The Program Director shall review the VSC to ensure that it is clear of any information requiring further scrutiny.

In the situation that a VSC is returned indicating information requiring further scrutiny, any employment offer will be withdrawn until the Executive Director has the opportunity to review the report and make a decision. In making a decision The Executive Director must consider the following

- the nature of the information
- length of time since the incident(s) in question.
- potential risks to the staff or participants.
- employment record, qualifications, references, duties and responsibilities.
- the Executive Director will document the decision-making process and results.
- the applicant will be advised of the decision



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RELEASE OF INFORMATION AND DECLARATION OF INTENT

I, _____, give The Boys and Girls Club of Sarnia-Lambton permission to contact persons named as references to ascertain my suitability for working with children and youth.

I hereby give BGCSL consent to verify the information provided by me in this Application Form and to contact the references and current and former employers listed and to obtain and verify any information from them that may be relevant to my application.

I understand that all potential candidates for volunteer/co-op positions with the BGCSL are required to undergo a "Vulnerable Sector Screening" and I have received and read a copy of BGCSL policy regarding this process

I further grant BGCSL permission to perform an Internet search on me and to review and consider any information found by me on the Internet.

I understand that if BGCSL approves my volunteer/co-op application and later determines, in its discretion, that I am not suitable for the volunteer/co-op position for which I am applying, BGCSL may terminate my volunteer/co-op position for any reason without advance notice.

If BGCSL approves my application for a volunteer/co-op position, I will sign any documents that BGCSL requires and will at all times cooperate fully with the staff of BGCSL in the fulfillment of my duties and will keep all confidential information I encounter, in my role as a volunteer/co-op, confidential.

If at any time I determine that for any reason I am unable to support or adhere to or follow the policies or procedures of BGCSL, I will tell BGCSL and will resign my volunteer/co-op position.

I hereby acknowledge that, to the best of my knowledge, the information contained in this Personnel Application Form is true and correct.

Signature of Applicant: _____ Date: _____

Club Signature: _____ Date: _____

Information received is confidential and is being gathered for the purposes of screening personnel and placing them into programs with children and youth. The information gathered here will be used for the sole purpose of supporting the programs at The Boys and Girls Club of Sarnia-Lambton