



# HONOUR HOUSE SOCIETY

**Honour House**  
 509 St. George Street  
 Vancouver, New Westminster, B.C. V3L 1L1  
 Phone: (778) 397-4399 Fax: (778) 397-4396

## Volunteer Application Form

**Personal Information (this information is confidential): (Mr. Mrs. Ms. Miss - please circle one)**

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>
<b>Street Address:</b>		<b>Preferred Name used:</b>
<b>City:</b>		<b>Postal Code:</b>
<b>Home Phone No.:</b> (     )	<b>Work Phone No.:</b> (     )	<b>Cell No.:</b> (     )
<b>Email:</b> (please print clearly) (this is our primary form of communication, please keep this information current)		

**REFERENCES:** (please provide us with 2 reference names and contact numbers (optional):

<b>Name:</b>	<b>Telephone No.:</b> (     )	<b>Type of reference:</b>
<b>Employment:</b>	<b>Volunteer:</b>	<b>Character:</b>
<b>Name:</b>	<b>Telephone No.:</b> (     )	<b>Type of reference:</b>
<b>Employment:</b>	<b>Volunteer:</b>	<b>Character:</b>

**SKILLS:**

SKILLS	I have experience in	I would like to volunteer in	SKILLS	I have experience in	I would like to volunteer in
<b>ADMINISTRATION</b>			<b>SPECIAL EVENTS</b>		
Reception			Events registration		
Photocopying equipment			Set-up, take down		
Postage equipment.			Deliveries		
Filing systems			<b>PEOPLE MANAGEMENT</b>		

<b>SKILLS</b>	<i>I have experience in</i>	<i>I would like to volunteer in</i>	<b>SKILLS</b>	<i>I have experience in</i>	<i>I would like to volunteer in</i>
<i>Creating correspondence</i>			<i>Volunteer coordination</i>		
<b>COMPUTER SKILLS</b>			<i>Coordinating training</i>		
<i>Hardware</i>			<i>Group facilitation</i>		
<i>Networks</i>			<b>ACCOUNTING</b>		
<i>Database management</i>			<i>Accounting</i>		
<i>Spreadsheets</i>			<i>Book keeping</i>		
<i>HTML/website</i>			<b>GOVERNANCE</b>		
<i>Word processing</i>			<i>Board experience</i>		
<i>Windows</i>			<i>Policy development</i>		
<i>Other:</i>			<i>Strategic planning</i>		
<b>COMMUNICATIONS</b>			<i>Organizational skills</i>		
<i>Writing</i>			<i>Community mobilization</i>		
<i>Editing / proof reading</i>			<b>OTHER SKILLS</b>		
<i>Research</i>			<i>Housekeeping Volunteer</i>		
<i>Public relations</i>			<i>Garden Crew</i>		
<i>Public speaking</i>			<i>Indoor/Outdoor Maintenance</i>		
<i>Marketing</i>			<i>Languages (Please Specify):</i>		
<i>Other talents and skills: (Please Specify):</i>					
<i>Trades: electrical, plumbing, carpentry (Please Specify):</i>					

**AVAILABILITY: PLEASE CHECK TIMES THAT YOU ARE AVAILABLE TO VOLUNTEER:**

	Morning	Afternoon	Evening
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			

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:** Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year \_\_\_\_\_

**GENDER:**  Female  Male **MARITAL STATUS:**  Married  Single

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:**

<i>Name:</i>	<i>Home Phone No. of Emergency Contact:</i>
<i>Relationship:</i>	<i>Business Phone No. of Emergency Contact:</i>

**MEDICAL 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.)

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 you personal life?

Yes  No Initial: \_\_\_\_\_

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.

**PRIVACY STATEMENT**

**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

You **may not** contact me regarding new volunteer opportunities & training

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 relation purposes.  Yes  No

I have read and understood the privacy statement.  Yes

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Please send completed application with attention to the House Manager at the address above or by email to [admin@honourhouse.ca](mailto:admin@honourhouse.ca).

**Office Use Only**

<b>Placement/Shift Information:</b>	<b>Date/Time of Interview:</b>
<input type="checkbox"/> Confidentiality Signed <input type="checkbox"/> References Checked <input type="checkbox"/> Criminal Records Check	<b>Date Application Received:</b>

(as of 17 Sep 2011)