



UrbanPromise Toronto

STAFF AND VOLUNTEER APPLICATION FORM

THIS FORM CANNOT BE SAVED OR CHANGED
 Please complete and return. Incomplete forms will NOT be accepted.
 364 Old Kingston Rd. PO Box 97512, Scarborough, ON M1C 4Z1

JOB INFORMATION

POSITION	LOCATION OF PREFERENCE
<input type="checkbox"/> VOLUNTEER	<input type="checkbox"/> WARDEN WOODS
<input type="checkbox"/> SCHOOL PLACEMENT	<input type="checkbox"/> ALEXANDRA PARK
<input type="checkbox"/> STREETLEADER	<input type="checkbox"/> KIPLING
<input type="checkbox"/> SUMMER STAFF	<input type="checkbox"/> I CAN WORK AT ANY SITE
<input type="checkbox"/> OTHER _____	<input type="checkbox"/> OTHER _____

FOR OFFICE USE ONLY
<input type="checkbox"/> ACCEPTED
<input type="checkbox"/> DENIED
DATE OF HIRE <input type="text"/>

PERSONAL INFORMATION

Name			Social Insurance Number		
First	Middle Initial	Last			
Address				Phone number	
No. Street	Apt #	City	Postal Code		
School				Church	
Current School	Grade/Level	School Returning To	Grade/Level	Name	
				<input type="checkbox"/> Not involved in a church	

EMPLOYMENT HISTORY

DATES (FROM-TO)	EMPLOYER	JOB TITLE

REFERENCES (PASTORAL, FRIEND, OR WORK ONLY)

NAME	TITLE	PHONE	EMAIL ADDRESS

AVAILABILITY

What days and hours are you available?

MON	TUES	WED	THURS	FRI	SAT	SUN
Hrs. <input type="text"/>	Hrs. <input type="text"/>	Hrs. <input type="text"/>	Hrs. <input type="text"/>	Hrs. <input type="text"/>	Hrs. <input type="text"/>	<input type="text"/>

Which age group would you like to work with:

Children (ages 5-10) Youth (ages 11-14) Mothers



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ADDITIONAL INFORMATION

Please check all experience/qualifications you possess:

- | | |
|--|--|
| <input type="checkbox"/> Child/youth work | <input type="checkbox"/> Community development |
| <input type="checkbox"/> Christian ministry | <input type="checkbox"/> First Aid/CPR |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Social Work |
| <input type="checkbox"/> Planning | <input type="checkbox"/> Camp/club experience |
| <input type="checkbox"/> Working with non-profit organizations | <input type="checkbox"/> Musical abilities |
| <input type="checkbox"/> Arts and crafts | <input type="checkbox"/> Sports |
| | <input type="checkbox"/> OTHER _____ |

Please provide a brief narrative of your faith journey (if applicable):

Describe any previous involvement in working with children/youth:

Describe any experience you might have working with a team:

Describe your strengths/skills/talents that are applicable to the job:

Describe any weaknesses:

Describe briefly what you know about urban ministry:



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REFERENCE CHECK

APPLICANT INFORMATION

Applicant Name	Reference title/organization:
Position applying for:	Relationship to the applicant
Reference name:	Reference phone number

Please note that all information on this form is kept strictly confidential and is not seen by the applicant at any time. Please be aware that further documentation may be required.

The following paragraph is a brief explanation of our programs at UP and our expectations of the applicants that serve in our communities. Please read the following section carefully as we value your reference.

URBAN PROMISE Toronto is a Para-church ministry founded by Dr. Tony Campolo. Urban Promise's mandate is to "create holy places where children, youth, and their mother's experience the love of God." Urban Promise targets inner-city children ages 5-10 and teens 11-14 in the city of Toronto through: after school programs, summer camps, job readiness programs (streetleader program), youth programs and programs to mothers. All interns are not only tutors and care givers, but are also expected to be mentors and spiritual leaders to the children in their community. We are committed to providing a safe and loving environment to the children, teens and mothers we have come to love and with whom we have fostered relationships.

GENERAL

In what capacity do you know this applicant & for how long?
What are the applicants' strengths and weaknesses (minimum of 3 each)?
How would you rate the applicants' potential to perform this job? <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Weak <input type="checkbox"/> Poor

Please answer the following questions and rank the characteristics of the applicant.

CHARACTER

How would you describe the applicant's character?						
	Superior	Above Average	Average	Below Average	No basis to assess	Comments
Kindness						
Disciplined						
Integrity						



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REFERENCE CHECK

WORK SKILLS

How would you describe the applicants' work ethic?

	Superior	Above Average	Average	Below Average	No basis to assess	Comments
Organizational skills						
Time Management						
Takes Initiative						
Integrity in work						
Punctuality						
Dependability						
Co-operative						
Willingness to learn						
Flexibility						
Adaptability						

EMOTIONAL HEALTH

Are you aware of any past history with emotional instability that could impact this applicants' work with a vulnerable population of children, youth or adults? (please describe)

Are you aware of any emotional conditions that could require additional support at the present time?

	Superior	Above Average	Average	Below Average	No basis to assess	Comments
Conflict Management						
Anger Management						



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PHYSICAL HEALTH

Are you aware of any physical health problems/limitations that would inhibit the applicant from working effectively? (if yes, please describe)

RELATIONSHIPS WITH CHILDREN/YOUTH/MOTHERS

To your knowledge, is this applicant aware of appropriate boundaries when working with children/youth/mothers? Please explain

	Superior	Above Average	Average	Below Average	No basis to assess	Comments
Patient						
Gentle						

SPIRITUAL WELLNESS

	Superior	Above Average	Average	Below Average	No basis to assess	Comments
Spiritual maturity						
Response to authority						
Moral integrity						

FINAL COMMENTS

Thank you for your time and consideration in filling out this form. Please return in a sealed and signed envelope to: EMAIL jobs@urbanpromise.com FAX (416) 516 3135 MAIL 364 Old Kingston Rd. PO Box 97512, Scarborough, ON M1C 4Z1

Signature of Reference
Position:
Date:



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CHECKLIST FOR ALL STAFF AND VOLUNTEERS

Did you remember to...

- COMPLETE THE APPLICATION FORM
- COMPLETE YOUR REFERENCES (3 signed and sealed)
- INCLUDE YOUR RESUME
- MAIL ALL FORMS TO OUR OFFICE
UrbanPromise Toronto
364 Old Kingston Rd.
P.O. Box 97512
Scarborough, ON
M1C 4Z1

- SUBMIT A POLICE REFERENCE CHECK (Note: Staff will not be permitted to begin working unless reference check is complete.)

2-4 weeks to clear

Toronto Police Service
40 College St.
4th Floor, Toronto
8-4pm
(416) 808-2222

Same day clearance

Newmarket Police Service
17250 Yonge Street
Newmarket, ON
(905) 895-1221

IMPORTANT INFORMATION

- Bring 1 piece of ID, one must be picture (i.e. Birth certificate, passport, health card, drivers licence)

- Please call police station to confirm price for police check.

- Write the UP office address on the form so result will be mailed directly to our office.