



UrbanPromise Toronto

VOLUNTEER APPLICATION FORM

Thank you for sharing your time and experience with the families we serve at UrbanPromise Toronto.

In order to get you “on-site” please carefully step through this application.

Steps for Volunteer Application:

- 1) Complete this Application Form (2 Pages)
- 2) Attach your Resume to the Application Form
- 3) Send your Application Form and Resume to UrbanPromise Toronto
- 4) On all four Reference forms fill out your name in the box labelled:
“**This is a Reference For: (Volunteer Applicant Name)**”
- 5) Distribute all four Reference forms
- 6) Provide UrbanPromise Toronto with a **Vulnerable Sector Screening Criminal Reference Check** (see next page for options)

When UrbanPromise Toronto has received all of this information you will be contacted for

- 1) A phone interview
- 2) Training and Placement with site Supervisor
- 3) You are on site and the real work begins!

Please send your application to:

By Mail:

364 Old Kingston Rd.
P.O. Box 97512
Scarborough, ON
M1C 4Z1

By Fax: (416) 516 3135

By Email: volunteers@urbanpromise.com

Questions? We are happy to help you through this process – please feel free to email questions to volunteers@urbanpromise.com

To help ensure the safety of those who we serve, please note that volunteers will not be allowed to commence work on-site until this entire application process is complete. Our application process does take time to complete (up to 4 weeks if you are waiting on the Police Check). Please be patient – it is about safety!



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All Volunteers are required to provide UrbanPromise Toronto with a
“Vulnerable Sector Screening Police Check”

There are a number of ways that this can be obtained:

If you are 18 years old or over we highly recommend that you use the Backcheck Online Police Check Service.

- 1) Online Police Check
(Must be over 18yrs old)
Timeframe: within 48 hrs
Send an Email to:
volunteers@urbanpromise.com
Subject: Request Online Police Check
Must include full name and email address

A Vulnerable Sector Screening for any region can also be obtained from the York Region Police Service (and this has been the second quickest method in our experience)

- 2) Richmond Hill
Timeframe: 1-4 weeks to clear
Hillcrest Mall
9350 Yonge Street
Richmond Hill, ON
(905) 895-1221
The Application Form can be downloaded from www.yrp.ca or requested from volunteers@urbanpromise.com

If you live in the Toronto region (your postal code begins with “M”)

- 3) Toronto Downtown
Timeframe: 2-4 weeks to clear
Toronto Police Service
40 College St.
4th Floor, Toronto
(416) 808-2222
The Application Form must be requested from volunteers@urbanpromise.com

Information about the Vulnerable Sector Screening Program can be obtained by request to UrbanPromise Toronto or on the Toronto Police Services website at www.torontopolice.ca

If you live in the Durham region

- 4) Durham Region
Timeframe: 1-4 weeks to clear
Any Durham Region Police Station

IMPORTANT INFORMATION FOR APPLYING AT THE COUNTER OF A POLICE STATION (options 2,3,4)

- Bring two pieces of ID, one must be a photo identification (eg drivers licence, passport, health card)
- Please call police station first to confirm cost of police check and availability
- Vulnerable Sector Screening Forms must be signed by the UrbanPromise head office
- Police station must be attended in person
- When the police check arrives it is the responsibility of the applicant to present it to UrbanPromise Toronto



UrbanPromise Toronto

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Please complete and return. Incomplete forms will NOT be accepted.
 364 Old Kingston Rd. PO Box 97512, Scarborough, ON M1C 4Z1
 Fax (416) 516 3135

JOB INFORMATION

VOLUNTEER	PREFERRED LOCATION <input type="checkbox"/> SOUTH SCARBOROUGH (CAMP HOPE: WARDEN WOODS) <input type="checkbox"/> DOWNTOWN (CAMP PEACE: ALEXANDRA PARK) <input type="checkbox"/> NORTH ETOBICOKE (CAMP VICTORY: KIPLING & FINCH) <input type="checkbox"/> JANE & FINCH (CAMP FREEDOM: JANE & FINCH) <input type="checkbox"/> OTHER _____
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PERSONAL INFORMATION

Name			Date of Birth			Email address			
First	Middle Initial	Last	Day	Month	Year				
Address						Phone number			
Number	Street	Apt #	City	Postal Code					
School						Church			
Current School (If Relevant)					Grade/Level		Name		
						<input type="checkbox"/> Not involved in a church			

EMPLOYMENT HISTORY

DATES (FROM-TO)	EMPLOYER	JOB TITLE

4 REFERENCES

Type	NAME	PHONE	EMAIL ADDRESS
Pastoral			
Employer / Teacher			
Friend			
Friend			

AVAILABILITY

What days and hours are you available? Check program availability.

MON	TUES	WED	THURS	FRI	SAT
Time to	Time to	Time to	Time to	Time to	Time to

Which group would you like to work with:

Children (ages 5-10)
 Youth (ages 11-14)
 Mothers
 Work Projects (ie Painting, Cooking etc.)



VOLUNTEER APPLICATION FORM

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:



UrbanPromise Toronto

VOLUNTEER APPLICATION FORM

REFERENCE 1

REFEREE DETAILS

This is a Reference For: <i>(volunteer applicants name)</i>	
Position applied for: VOLUNTEER	Reference phone number:
Reference name:	Reference title/organization:

Please note that all information on this form is kept strictly confidential and is not seen by the applicant at any time. UrbanPromise may contact you for additional information if 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.

URBANPROMISE TORONTO is a Christian ministry founded by Dr. Tony Campolo. UrbanPromise strives to “create holy places where children, youth, and their mother’s experience the love of God.” UrbanPromise targets inner-city families in the city of Toronto through after school programs, summer camps, job readiness programs, youth programs and programs to mothers.

GENERAL

How well do you know the applicant? <input type="checkbox"/> By name / sight	<input type="checkbox"/> Casually / few personal contacts	<input type="checkbox"/> Fairly well / numerous contacts	<input type="checkbox"/> Personal / very close relationship
In what capacity do you know this applicant?			For how long?
What are the applicants' strengths (minimum of 3)?		What are the applicants' weaknesses (minimum of 3)?	



VOLUNTEER APPLICATION FORM

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						

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						



VOLUNTEER APPLICATION FORM

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						

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						



UrbanPromise Toronto

VOLUNTEER APPLICATION FORM

FINAL COMMENTS

Signature of Reference

Date:

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Please return via mail to:

UrbanPromise Volunteers, 364 Old Kingston Rd. PO Box 97512, Scarborough, ON M1C 4Z1

Via fax:

(416) 516 3135

Via email:

volunteers@urbanpromise.com



VOLUNTEER APPLICATION FORM

REFERENCE 2

REFEREE DETAILS

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

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VOLUNTEER APPLICATION FORM

REFERENCE 3

REFEREE DETAILS

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Position applied for: VOLUNTEER	Relationship to the applicant:
Reference name:	Reference phone number:

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REFERENCE 4

REFEREE DETAILS

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Reference name:	Reference phone number:

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