

**VOLUNTEER APPLICATION**

**Contact Information**



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

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
\_\_\_\_\_

Current Employer: \_\_\_\_\_ Length: \_\_\_\_\_

<b>VOLUNTEER EXPERIENCE</b>		
<b>AGENCY</b>	<b>TIME PERIOD</b>	<b>DUTIES</b>

How did you hear about our agency? \_\_\_\_\_

Have you ever applied with the Lloyminster Interval Home Society before? \_\_\_\_\_

Have you ever been arrested for anything more than a traffic offense? \_\_\_\_\_

Community Involvement, Memberships, Clubs, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **VOLUNTEER APPLICATION**

### **References**



The names of three references are required and the agency will contact each reference requesting information regarding your suitability to act as a volunteer for the Lloyminster Interval Home Society.

#### **PLEASE PRINT**

#### **Employer who has known you for at least two years.**

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

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ (Home): \_\_\_\_\_

#### **Friend or Peer who has known you for at least three years.**

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

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ (Home): \_\_\_\_\_

#### **Blood Relative that has known you for at least ten years.**

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

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ (Home): \_\_\_\_\_



## **VOLUNTEER CONSENT FORM**

I hereby authorize the Lloydminster Interval Home Society to make such investigations as they deem necessary regarding my background, personal and otherwise to determine the accuracy of the information furnished in this application and release any cooperating agency or organization from liability for releasing requested information/opinion.

Information shared at this interview along with information exchanged at any time during the process of involvement with the program is confidential to the program and is the sole property of the Lloydminster Interval Home Society.

I understand that I will be subject to Criminal Record Check and Child Welfare Record Check.

I fully understand that the Lloydminster Interval Home Society, following review of my application, reserves the right to refuse or accept my application.

I, \_\_\_\_\_ hereby grant permission to the Lloydminster Interval Home Society to release in confidence relevant information which may be deemed necessary by them in connection with any service to the Lloydminster Interval Home Society.

---

*Signature of Applicant*

---

*Signature of Witness*

---

*Date*

## CODE OF CONDUCT AGREEMENT



As an employee/volunteer of the Lloydminster Interval Home Society I agree to:

1. At all times, uphold the Purpose, Vision & Philosophy of the Lloydminster Interval Home Society:

**Our Mission:** "Lloydminster Interval Home exists to provide safety, support, and education by empowering the children, youth, adults and communities we serve."

**Our Vision:** "Lloydminster Interval Home is a dynamic organization that is passionately dedicated to developing life-times of well-being and healthy relationships for all."

**Our Values:**

- Respect
- Integrity
- Compassion
- Honesty

"The Lloydminster Interval Home also holds the fundamental belief that every individual can reach her or his full potential; that all individuals have the capacity to grow and change, and that we must have a shared hope for an abuse-free society."

2. At all times behave in a way that upholds the moral tone of the Interval Home. To conduct myself in an appropriate and professional manner and not in any way that may damage the reputation and operations of the agency.
3. At all times, conduct myself in such a way that supports teamwork, cooperation and compassion.
4. Honor my 'Oath of Confidentiality'. Disclosure of any information relating to the Lloydminster Interval Home clients (past or present), staff and volunteers is strictly prohibited to take place with any persons not employed and/or actively volunteering within the organization.
5. Not share information that may be disrespectful in nature to any fellow employees and volunteers, or clients. I agree to not entertain such information sharing both within and outside the agency.



6. Not make improper use of :
  - Operational information of the Interval Home.
  - My duties as an employee or volunteer in an effort to gain personal advantage or the advantage of others.
  - Any Lloyminster Interval Home owned technology assets, i.e. computers, internet access or telephone, as per the Lloyminster Interval Home Society policies.
7. Refrain from any type of lobbying that may cause harm to the operations of the agency.
8. Not speak, or imply to speak on behalf of the Interval Home, unless written authority from the Board of Directors has been granted. I understand this to be the role of the Executive Director and the Board of Directors.
9. Respect and comply with direction given by the direct supervisor or the Executive Director.
10. Adhere strictly to the Lloyminster Interval Home policies and procedures at all times.
11. To take reasonable steps to avoid any conflict with any fellow staff member, volunteer, or supervisor. Should a conflict arise and remain unresolved, I will address this with my direct supervisor for an appropriate method to resolve it. Should it remain unresolved, I will seek solution through Lloyminster Interval Home Society Grievance Procedure.
12. To comply with the Lloyminster Interval Home Society 'Code of Ethics'.

I understand that evidence of any breach of this Code of Conduct or reasonable speculation of breach will result in immediate dismissal.

---

*Printed Name*

---

*Volunteer Signature*

---

*Date*

## **CODE OF ETHICS FOR VOLUNTEERS**



As a Volunteer, I realize that I am subject to a code of ethics, similar to that which binds the professionals in the field in which I am working.

Like them, I assume certain responsibilities and expect to account for what I do in relation to the volunteer work I do.

I will keep confidential matters confidential.

I will respect the intrinsic worth of every individual. I shall not inflict my values or preferences on others regarding race, age, religion, gender, culture, sexual preference, or socio-economic status.

I promise to take to my work an attitude of open-mindedness, to be non-judgmental, to be willing to take training that is offered to me and to bring to work my interest and attention.

I shall not conduct myself in any manner so as to be emotionally or psychologically abusive towards colleagues, clients, volunteers, or their contacts.

I will maintain a commitment to assess my own personal strengths, limitations, and effectiveness in order to strive towards a positive, richly effective team.

I believe that my attitude toward volunteer work should be respectful and professional. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, and to the public.

Being eager to contribute all that I can to human betterment, I accept this code for the volunteer as my code, to be followed carefully and cheerfully.

---

*Name of Volunteer (Please print)*

---

*Signature of Volunteer*

---

*Date*

**OFFICIAL OATH**



I, \_\_\_\_\_ do swear that I will execute according to law and to the best of my ability the duties required of me as a volunteer in the service of the Lloyminster Interval Home Society, and that I will not, without due authorization, disclose or make known any matter or thing which comes to my knowledge by reason of my volunteer position in the service to the Lloyminster Interval Home Society.

**SO HELP ME GOD**

(Omit if affirmed)

\_\_\_\_\_  
*(Signature of person taking the Oath)*

Taken and subscribed before me at \_\_\_\_\_ this

\_\_\_\_\_ day of \_\_\_\_\_ AD 20\_\_\_\_

\_\_\_\_\_  
*(Commissioner for Oath's Signature)*

Expiry Date of Commission: \_\_\_\_\_

## **APPLICATION CHECKLIST AND PROCESS**



- Complete the **APPLICATION FORM** in full.
    - Contact Information
    - References
    - Volunteer Consent Form
  - Read and sign the **CODE OF CONDUCT AGREEMENT**.
  - Read and sign the **CODE OF ETHICS FOR VOLUNTEERS**.
  - Complete a **CRIMINAL RECORD CHECK** at the Lloydminster RCMP detachment (5106—44 Street.) Picture ID is required. There is a \$50 processing fee. The RCMP Detachment accepts Debit, Cheque, and Money Order payments. Cash payment can be made at Lloydminster City Hall (4420-50th Avenue.)
- \*\*PLEASE NOTE\*\* Because our clients are a vulnerable population, the Alberta Government and our Insurance carrier require an RCMP check for all Staff, Volunteers, and Board Members. This needs to be in place before anyone starts their employment or volunteer service.**
- If applicable, complete a **CHILD INTERVENTION RECORD CHECK** at the Lloydminster Child & Family Services Office (#113 Co-op Plaza, 4910-50 St).
  - Take the **OATH OF CONFIDENTIALITY**, signed before a Commissioner of Oaths. The Lloydminster Interval Home has a Commissioner of Oaths available on staff.

Once all forms have been returned to the Social Enterprise Manager and references have been checked, the Social Enterprise Manager will set up an interview time.

**THANK YOU FOR YOUR INTEREST IN OUR PROGRAM**

**Please contact Tara at 780-872-5005 or [tara@lloydintervalhome.com](mailto:tara@lloydintervalhome.com)  
if you have any questions.**