



VOLUNTEER APPLICATION FORM

Mission Statement

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world

Name: _____ Date: _____
Address: _____ Telephone: _____
City: _____ Prov: _____ Cell phone: _____
Email (please print clearly): _____ Postal Code: _____

In case of emergency contact: _____
Telephone: _____ Other: _____

Previous volunteer experience with Salvation Army? (please include name & phone #)

Education/Training background:

Employment experience:

Do you drive? (Please circle) Yes/No

Transportation Available? (Please circle) Yes/No

Skills you have to offer:

- Work well with people
- Computer knowledge
- Organizational skills
- Creative ideas
- Light maintenance
- Physical strength
- Teaching skills
- Other_____

Reasons for volunteering:

- Skill development
- To help others
- To keep busy
- To meet people
- Course credits
- Community hours
- Give back
- Other_____

How did you hear about our program?

- Friend
- Online
- Radio
- Volunteer PG
- Salvation Army
- Salvation Army speaker
- Professor
- Other_____

Please check which areas you would most like to volunteer in:

- General Office Help
- Food Bank
- Children & Youth Programming
- Community Crisis Unit
- Janitorial
- Christmas Kettles
- Thrift Store
- Kitchen Help
- Other

Availability:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

What prompted you to choose The Salvation Army for your volunteer service?

How do you think you can help The Salvation Army?

Is there any medical information or physical, mental or psychological disability that should be taken into consideration, or that may affect your ability to perform as a volunteer?

Please supply two references:

One reference from employer,
Minister, or teacher

Name

Address

Telephone

Relationship

One reference from family,
friend, or neighbor

Name

Address

Telephone

Relationship

I hereby authorize The Salvation Army to contact references provided, to request checks (e.g. criminal record, abuse and child abuse registries), and to verify qualifications (e.g. driver's license, nursing qualifications) deemed necessary for the volunteer position. I understand that this is necessary to ascertain my suitability as a volunteer.

Applicant Signature

Date

Signature of parent or guardian
(Required if applicant under the age
of 18 years)

Date

OFFICE USE ONLY:

CRC Letter _____ Orientated  Placed _____

CONFIDENTIALITY POLICY

The Salvation Army requires that strict confidentiality be maintained with respect to all information obtained by volunteers concerning the ministry unit to which they are assigned, as well as all clients and others they serve.

The volunteer shall not divulge any information obtained in the course of her/his volunteer placement to any third parties without the prior written consent of The Salvation Army. This includes, but is not limited to, information pertaining to the financial status and operations of the ministry unit such as budget information, donations of money or gifts in kind, salary information, information pertaining to clients of the ministry unit, etc.

No information concerning any volunteer will be divulged without the prior written consent of the volunteer. This includes addresses, telephone numbers, etc.

Failure to comply with the above listed items may result in disciplinary action, including discontinuing the services of the volunteer.

AGREEMENT

In understand the above and agree to uphold the confidentiality of these matters both during and following my volunteer service or contact with The Salvation Army.

Volunteer's Signature

Witness' Signature

Date

WAIVER OF LIABILITY

The Salvation Army agrees to treat all volunteers with dignity and respect, having due regard for their personal safety and their personal property while they are serving as volunteers.

To that end, The Salvation Army will take reasonable steps necessary to ensure a safe and secure working environment for all individuals, including volunteers.

While volunteers will not knowingly be placed in unsafe situations or exposed to unnecessary risk, it is recognized that accidents or losses occasionally happen which cannot be attributed to any fault on the part of any one individual or organization.

The purpose of this document is to release The Salvation Army from liability for accidents, injuries, losses and damage which may occur in the course of providing volunteer services, where such accidents, injuries, losses or damage are not caused by negligent acts or omissions on the part of The Salvation Army.

As a volunteer participant in the delivery of Salvation Army programs and services, I agree to the following:

1. The Salvation Army will not be required to compensate me for any harm or loss suffered as a result of my participation in the provision of volunteer services, whether that be harm such as illness, injury or death, or loss of or damage to personal property unless such harm or loss is caused by negligent acts or omissions on the part of The Salvation Army or those for whom it is legally responsible.
2. I relinquish any right I might have to claim compensation from The Salvation Army for any harm or loss suffered by me in connection with the provision of volunteer services except if such harm is caused by negligent acts or omission of The Salvation Army or those for whom it is legally responsible.
3. Any reference to The Salvation Army in this document shall include The Salvation Army Canada and Bermuda Territory, The Governing Council of The Salvation Army in Canada, and all associated charities, divisions and unincorporated associations, as well as all officers, employees and volunteers of any of them.

I fully understand and agree to the terms set out in this document and I am signing it voluntarily.

SIGNED, SEALED AND DELIVERED
in the presence of:

Volunteer's Printed Name

Volunteer's Signature

Witness' Printed Name

Witness' Signature

Date

CODE OF ETHICS

RESPECT

Volunteers will respect the human dignity, civil and legal rights, and rights to self-determination, and right to informed consent of all Volunteers, Staff and Guests. They will respect and treat with dignity all colleagues, whether supervisory or subordinate, and Guests. Volunteers will strive to contribute to a workplace environment that is supportive of the ministry of The Salvation Army, each other, and persons entering their sphere of influence.

VALUES

Being sensitive to the diversity and differences in people, Volunteers will reflect at all times, in their practice and performance of duties, the high value of each individual and that The Salvation Army Prince George Community Ministries exists for those it meets and serves the ministry

DISCRIMINATION

The Salvation Army Prince George Community Ministries seeks to assist all persons who present themselves in need. Volunteers will not discriminate against any Guest, Staff other Volunteers or member of the public at large on the basis of race, nationality, ethnic origin, religion, color, sex, age, sexual orientation, marital or family status, physical or mental disability or pardoned criminal conviction.

WELL BEING

Volunteers acknowledge that one of their responsibilities, primary or otherwise, is to promote the well-being of Guests, recognizing that Guests have a right and an obligation to take responsibility for their personal actions and choices.

INITIMATE RELATIONSHIPS

Volunteers should not develop personal relationships of an intimate nature with a Guest on the job or after hours. Personal and intimate relationships with Staff members will be discouraged within the workplace. Any relationship between Volunteers or Staff members that may result in a conflict of interest of position, or have any potential to affect service performance or service related relationships with Guests or other Staff must be reported to the Volunteer Coordinator.

PROVISIONS OF SERVICES

Prince George Community Ministries is a people-focused & people –orientated Social Service organization. All Volunteers are encouraged to engage Guests in a courteous and helpful manner within the context of their area of service. However, only Staff who are properly authorized and trained will provide personal counselling services to Guests, and in full compliance with the Salvation Army policies pertaining to counselling.

UNETHICAL BEHAVIOUR

Volunteers will refrain from engaging in unethical behavior and, as appropriate, report signs of unethical behavior to their Supervisor as soon as it is reasonably possible.

DOCUMENTATION

Volunteers will handle with diligence and discretion, all documentation, records and reports in accordance with Salvation Army policy and procedure and use resources ethically.

REPORTING ABUSE

Volunteers will report suspected or observed abuse of Prince George Community Ministries property.

REPRESENTATION

In regard to public representation, the official spokesperson for The Salvation Army in the Division is the DSPRD. Furthermore, the official spokesperson for the Prince George Community Ministries is the Corps Officer. Only under exceptional circumstances, and only with the authorization of the Corps Officer and support of PRD communications for messaging purposes, would a Volunteer or Staff member be permitted to speak publicly on behalf of the Salvation Army and/or Prince George Community Ministries.

APPLICATION

This Code of Conduct & Ethics may extend beyond the physical workplace of The Salvation Army Prince George Community Ministries.

I hereby acknowledge that I have read and understand the above information and agree to abide by the Code of Conduct & Ethics of The Salvation Army Prince George Community Ministries.

Volunteer's Printed Name

Volunteer's Signature

Witness' Printed Name

Witness' Signature

Date