

Volunteer Application Form

Please return completed form to:
Tracy Wilson, Executive Assistant
AllSteps Child Care
930 Woodbine Road, Kingston, Ontario K7P 2X4
613-384-5051 ext. 3
admin@allsteps.ca

Contact Information

Name		
Address		
City, Province and Postal Code		
Telephone	(h)	(c)
Best time to reach you		
Email		

Skills, Experience & Interests

Please explain how your skills, experience and interests relate to AllSteps Child Care (A.C.C.) work.

Is there a specific volunteer position that you are applying for?



Time Commitment

Mornings? Mon Tues Wed Thurs Fri Sat

Afternoons? Mon Tues Wed Thurs Fri

How many hours per week would you like to volunteer? _____ hours

Is this to fulfill high school community service hours? Yes No

If yes, what school and grade? _____

Police Record Check

All staff and volunteers must comply with the A.C.C. Police Record Check process. Are you willing to have a Police Record Check? Yes No

A.C.C. Policies & Procedures

Volunteers are required to read A.C.C. Policies & Procedures when they first start and annually after.

Immunizations

We are governed in part by the Child Care and Early Years Act which requires that all staff and volunteers provide proof of up to date immunizations for Tetanus, Diphtheria, Polio, Measles, Mumps and Rubella.

References

References will be contacted on all volunteers before starting. References may be contacted by telephone, in writing or by email.

Please provide the names and contact information for two references – preferably someone who you have worked for or with, or a teacher, mentor, or colleague. (not family, not best friends, not a boyfriend or girlfriend)

By providing these names, A.C.C. has permission to contact the noted references as part of the volunteer intake process. This practice follows our Privacy Policy, HR-5F.



Name: _____

Phone Number: _____

Email address: _____

Name: _____

Phone Number: _____

Email address: _____

Please be aware that the information provided on this application form will be kept in confidence, accessed and used only by A.C.C. to maintain a record of your participation, as well as for ongoing communication between you and A.C.C. (notices, newsletters, invitations). We will not share information on this application form with anyone else without your written consent.