



THE LITERACY GROUP

MORE THAN READING

www.thetheliteracygroup.com

Volunteer Application

Name: _____

Address: _____

_____ Postal Code: _____

Home Phone: _____ Work Phone: _____

Cell # _____ E-mail: _____

Please attach a resume outlining your education, work and volunteer experience.

Choose one or more tutoring roles that interest you.

Office Volunteer

Fundraising Committee Volunteer

Special Event Volunteer

How did you hear about TLG? Check all applicable boxes.

Volunteer Action Centre

TLG Website

Other Website

Volunteer Fair

Friend

Pamphlet

Newspaper

Other _____

Volunteer Tutor Application

1. Why are you interested in becoming a volunteer with The Literacy Group?
2. What do you hope to gain from volunteering with The Literacy Group?
3. What challenges do you foresee in this volunteer role?
4. What skills, interests and experiences do you have that would be useful in your work as volunteer with TLG and why?

6. What time of day are you available to volunteer?

Morning Afternoon Evening Weekend

Which day(s) are you available to volunteer?

Monday Tuesday Wednesday Thursday Friday Weekend

Where are you available to volunteer?

Cambridge Kitchener Other

On page 3, please provide two (2) individuals as references. At least one individual must be a professional reference. A list of acceptable professional references can be found on page 4.

Volunteer Tutor Application

Reference #1:

Name: _____

Address: _____

_____ Postal Code: _____

Home Phone: _____ Work Phone: _____

Fax: _____ E-mail: _____

Relationship: _____

Send Reference By: Email Fax Mail

Reference #2:

Name: _____

Address: _____

_____ Postal Code: _____

Home Phone: _____ Work Phone: _____

Fax: _____ E-mail: _____

Relationship: _____

Send Reference By: Email Fax Mail

I give The Literacy Group of Waterloo Region permission to contact the people listed above as references to establish my suitability as a volunteer.

Have you ever been convicted of a crime that is violent or sexual in nature? YES NO

Signature: _____ Date: _____

For office use only

Date application received: _____ Interview date: _____

References Sent: _____ Reference 1 received: _____

Reference 2 received: _____

Acceptable Professional References

Your references must:

- have known you for at least 1 year
- not be a family member
- be living in Canada and/or be available for verification
- be 18 years of age or older
- agree to you using their name and contact information for your application

Who can I use for my professional reference?

- A work colleague
- An employer or workplace supervisor
- An Employment Services Coordinator
- An OW/ODSP Caseworker
- A Volunteer Coordinator
- A Judge
- A registered Counselor or Social Worker
- A Veterinarian
- A Police Officer
- A Lawyer/Notary
- A health practitioner or health provider
- A Dean/Head of university or college
- A Mayor
- A Pharmacist
- A Principal of a primary or secondary school
- Educator or teacher
- A Minister of religion authorized under provincial or territorial law to perform marriages