



### Volunteer Application Form

Copy of resume       Signed Oath of Confidentiality       Emergency Contact Form

1. Personal Information	
Name	
Address	
Email Address	
Phone:	
2. Volunteer placement position	
<i>Employer/Educational Institution:</i>	
<i>Title Position/Title of program:</i>	
<i>Description of your position/Description of program:</i>	
Have you Volunteered before? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, where?</i>	
<i>Why do you want to volunteer at WEST:</i>	
<i>Comments:</i>	
<b>Availability:</b> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <b>Hours</b> (e.g. 9-12)    _____    _____    _____    _____    _____	
<i>Please provide names and contact numbers of two references:</i>	
1. _____	Phone: _____
2. _____	Phone: _____



**VOLUNTEER AGREEMENT**

1. I, of my own free will, hereby acknowledge and agree that I am offering my services to WEST Inc. as a volunteer and not as an employee. If selected as a volunteer, my services will be provided free of charge and I will not accept, nor will WEST Inc. offer, any remuneration for my volunteer services.
2. WEST Inc. acknowledges and agrees that I am free to terminate my volunteer services at any time, without notice to WEST. I also acknowledge and agree that WEST Inc. may terminate my volunteer services at any time without providing me with any notice.
3. I acknowledge and agree that any volunteer services I provide to WEST Inc. will not be used for personal or business gain or to grant special privileges to others.
4. Any material produced under this contract becomes the property of WEST. Duplication of said material is prohibited.
5. WEST Inc. agrees to provide me with orientation and training suitable for the volunteer tasks to be performed, including healthy and safe work practices and WHMIS, where applicable.
6. I acknowledge that WEST Inc. has reviewed its policies with me related to Volunteers, Conduct and Behaviour, Confidentiality and Inventions, Conflicts of Interest Policy and Health and Safety. I agree to provide services in accordance with these policies to the best of my ability.
7. In signing this agreement the Volunteer agrees not to make any claims for damage or personal injury in any way arising out of this agreement.

Volunteer Expectations	Code of Ethics for Volunteers
<ul style="list-style-type: none"> <li>• If I am a successful applicant as a volunteer with WEST, I understand that I will be placed in the department where needed.</li> <li>• My indicated preferences will be taken into account when possible; there is no guarantee which department I will be placed in.</li> <li>• I agree to make myself available for work as required and fulfill the obligations of being a volunteer with WEST.</li> <li>• I agree to comply with and honour the Code of Ethics of WEST as stated on right and as mentioned in the Oath of Confidentiality.</li> </ul>	<ol style="list-style-type: none"> <li>1. All Volunteers shall make every effort to present WEST in a positive way and shall not do anything to intentionally embarrass WEST.</li> <li>2. There shall be no use/consumption of alcohol, illegal substances by any volunteer who is on duty</li> <li>3. All volunteers shall treat other volunteers, WEST Staff, WEST Clients and the public with respect. If a problem arises, resolution should be deferred to the Program Manager.</li> </ol>

**I have read and agree with all the above.**

Volunteer's Signature	Date
<b>Office Use Only</b>	
Placement Dates: _____ to _____	
Placement Schedule: _____ Total V.P. Weeks: _____ Special Pre-requisite(s) _____	
Department placed in: _____ Date: _____	
Completed by (WEST Staff): _____	
Health and Safety Orientation Date: _____	