



# Youth Unlimited™

## YFC EDMONTON

### VOLUNTEER APPLICATION CHECKLIST

Welcome to Youth Unlimited Edmonton! We are so excited that you have chosen to become a member of our team as a volunteer. Volunteers are the backbone of the programs we run in the Edmonton area, and are one of our greatest assets. It is because of people like you and your willingness to give of yourself that we are able to reach out to hundreds of teens every year

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In order to complete your volunteer application process, please ensure you have read, signed and submitted the 3 top items included on the following checklist:

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#### **VOLUNTEER APPLICATION COMPLETED** (Ages 19+)

- Completed in full, signed and dated. (Pages 3-7)

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#### **PROFESSIONAL CONDUCT W/ YOUNG PEOPLE**

- Signed and dated. (Page 8)

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#### **SUBMIT 2 REFERENCES**

- preferably with volunteer-related experience, or work-related

**Before proceeding with your Vulnerable Sector Police Information Check, kindly contact Julie Boos at [admin@yuedmonton.com](mailto:admin@yuedmonton.com). Please refrain from obtaining one without checking in with her first, unless you have obtained one within the last year and have access to a copy that we can have.**

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#### **VULNERABLE SECTOR CHECK**

**Upon successful completion and submission of the Volunteer Application Package, you will be contacted to discuss your volunteer placement!**

Please make sure you bring the following items with you when obtaining a Police Information Check:

## **2 PIECES OF IDENTIFICATION:**

**ONE of the following must be Photo ID:**

ALBERTA MOTOR REGISTRIES ID (Driver's Licenses or Identification Card)

CNIB ID CARD

BIRTH CERTIFICATE

INDIAN STATUS CARD/METIS STATUS CARD

PASSPORT

IMMIGRATION PAPERS

CITIZENSHIP CARD

PERMANENT RESIDENCE CARD

FIREARMS ACQUISITION CARD

NATIONAL DEFENSE CARD

WIN CARD

AISH

CANADIAN BLOOD SERVICES

PROVINCIAL HEALTH CARE CARD with full name (not initials)

SOCIAL INSURANCE NUMBER (SIN) card

**PLEASE NOTE : If acceptable identification is not provided applicants will be fingerprinted to verify identification.**

# VOLUNTEER APPLICATION FORM

## 1. VOLUNTEER DISCLOSURE STATEMENT:

Edmonton Youth for Christ and its division Youth Unlimited Edmonton, hereafter referred to as YFCED, thanks you for volunteering your time to assist the youth in the Edmonton area in learning and growing personally. In order to best serve the young people we work with, YFCED has devised a procedure under the Risk Management Policy whereby all volunteers are required to complete the **Volunteer Application Form**. The intent of this procedure is to ensure the protection of our volunteers and our youth. Please be assured that maximum confidentiality will be maintained. Your cooperation is greatly appreciated.

## 2. APPLICATION:

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Previous Last Name (if applicable): \_\_\_\_\_ Gender M / F / Do

Do you have/had any other names or alias'?

If yes please list: \_\_\_\_\_

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

City: \_\_\_\_\_, Province: \_\_\_\_\_ PC \_\_\_\_\_

Phone Numbers (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Email address: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Number of years involved in youth work: \_\_\_\_\_

What volunteer roles are you interested in: Relationship Builder Welcome Host Food Coordinator  
Sports Facilitator Activity Facilitator Prayer Coordinator Admin Assistant Board Member

What YUE location would you prefer to work at?  
Cellar Drop-in Vault Drop-in Core Drop-in Elk Point, AB Head Office

**YFCED requires a copy of a current criminal record check (within the last 12 months). If you are accepted as a volunteer you will have to complete Volunteer Police Information Check Info Form. This is a free service provided by Youth Unlimited Edmonton.**

## PERSONAL INTERESTS, SKILLS & ABILITIES:

Why do you desire to be a part of the YFC Volunteer Team?

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Do you have any past experience with Youth Unlimited Edmonton, or other youth programs? If yes, please describe your participation, role, etc.

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What strengths, skills or talents do you possess that will help you make a positive impact on the lives of youth in YFC programs?

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Have you visited our website? ([yuedmonton.com](http://yuedmonton.com)) If so, what program would you like to participate in? Why?

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In light of your personal abilities, what would you like to see accomplished through your time with YFC?

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If you could develop a special group around your interests/abilities, what would it be?

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Please see our website for our Mission and Vision Statement. Do these statements reflect the kinds of values you have in working youth work?

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Because we are a faith-based organization, we would appreciate an understanding of where you are at in your spiritual journey? (This is an optional question)

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### EMPLOYMENT AND/OR EDUCATION:

**IF YOU ARE CURRENTLY EMPLOYED, PLEASE COMPLETE SECTION A. IF YOU CURRENTLY ATTENDING SCHOOL, PLEASE COMPLETE SECTION B.**

#### Section A:

Present Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Status:   Part-Time   Full-Time           Supervisor's Name: \_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_ May we contact your employer? (circle) Yes No

Main Responsibilities: \_\_\_\_\_

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**Section B:**   Present School: \_\_\_\_\_

Highest Degree/Diploma/Certificate Obtained: \_\_\_\_\_

List two (2) references other than relatives or personal friends.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

## Confidential Information

In order to provide a safe and secure environment for our Children and Youth, we believe it is necessary to include the following questions as part of our application process. All information will be kept confidential by organization leadership and the Volunteer Screening Team. (Police may access this information, under warrant, if requested.) Answering yes to any of the questions may not necessarily preclude your involvement in program. Thank you in advance for your understanding.

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| 1. Are there any circumstances involving your lifestyle or background that would call into question your ability to work with Children, Youth and Vulnerable Adults? (e.g. pornography, use of illegal substances, etc.)               | Yes | No |
| 2. Have you ever been accused of impropriety with Children, Youth and Vulnerable Adults?   | Yes | No |
| 3. Have you ever been convicted for the use or sale of illegal drugs?  | Yes | No |
| 4. Have you ever been through treatment for alcohol or substance abuse?  | Yes | No |
| 5. Have you ever been convicted of a criminal offense (excluding minor traffic violations)?  | Yes | No |
| 6. Have you ever been arrested or convicted for any abuse related crimes?  | Yes | No |
| 7. Have you been investigated by the Child Welfare Agency for suspected child abuse?   | Yes | No |
| 8. Have you ever been the subject of a civil lawsuit involving sexual harassment or other immoral behaviour or conduct involving Children, Youth or Vulnerable Adults?   | Yes | No |
| 9. Have you ever been the subject of any disciplinary action, transfer or dismissal, or been named as a defendant in a civil or criminal lawsuit as a result of an accident or mishap involving Children, Youth and Vulnerable Adults? | Yes | No |
| 10. Have you ever been subjected to expulsion, reprimand, or other discipline by a organization, denomination or other YUE Chapters?   | Yes | No |
| 11. Have you ever been the subject of any disciplinary action (including discharge) or investigation by a organization, religious or other Youth Unlimited Chapter, or by an employer?   | Yes | No |
| 12. Do you have any health concerns of which we should be aware? (e.g. medical, psychiatric)   | Yes | No |

If you have answered yes to any of the above questions, please explain.

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# Release of Information and Declaration of Intent

I hereby give Youth Unlimited Edmonton permission to contact the persons named as references to ascertain my suitability for volunteer program. I release all such references from liability for any damage that may result from furnishing such evaluations to you.

I give Youth Unlimited Edmonton consent to verify the information provided herein and to contact the references listed. I waive any right to confidentiality and of any right to pursue damages against Youth Unlimited Edmonton for losses caused by the reference's response.

I also grant my permission for Youth Unlimited Edmonton to perform a police records check, for purposes of my protection against any false allegations and for the protection of those I serve. I consent to such an investigation with the understanding that the results will be kept in strict confidence. I agree to adhere to the protection policies as adopted by this Youth Unlimited Edmonton.

I understand that if my character or morals are deemed by Youth Unlimited Edmonton leadership to be inappropriate and/or criminal at any time during my volunteer service, Youth Unlimited Edmonton will be entitled to terminate my assistance without express cause or prior notice regardless of any other oral or written statement by Youth Unlimited Edmonton prior to, at, or following the date of volunteer service.

I understand that Youth Unlimited Edmonton is responsible for the welfare of any person or persons entrusted to my care. I will cooperate fully with the staff in the fulfillment of my duties and will keep all information I encounter, in my role as a volunteer, confidential. If at any time I find that for any reason I am unable to support the policies, procedures or doctrine of Youth Unlimited Edmonton, I will gracefully and quietly resign my volunteer position. If my supervisors find that I am in conflict with any of the policies, procedures or doctrines and we are not able to resolve the issue, I will gracefully and quietly agree to resign my volunteer position.

I hereby acknowledge that, to the best of my knowledge, the information contained in this application for volunteer program is true and correct. I accept and agree to adhere to the Statement of Faith of Youth Unlimited Edmonton.

**Confidentiality:** I understand that I will obtain or have access to sensitive and confidential information in my role as a volunteer with Youth Unlimited Edmonton. That confidential information may include, without restriction, personal information regarding employees, volunteers, members, attendees, supporters or persons assisted by Youth Unlimited Edmonton including information in relation to donations, personal or family matters, or obtained from background screening of prospective employees or volunteers. I agree to maintain strict confidentiality of all such confidential information and I will not disclose such information to anyone (including to employees, volunteers, members, attendees, supporters, persons assisted, or my spouse or family members) except authorized representatives of Youth Unlimited Edmonton who need to know such information or as required by law. I understand and agree that confidentiality is very important in my role and critical to the effective functioning of Youth Unlimited Edmonton. If I become aware that any confidential information was improperly disclosed, I will immediately advise the Director of Operations of Youth Unlimited Edmonton.

Signature of Applicant \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Witness \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Information received is confidential and is being gathered for the purposes of screening Program Personnel and placing them into program with Children, Youth and Vulnerable Adults. The information gathered here will be used for the purposes of supporting the ministries at Youth Unlimited Edmonton.

# PROFESSIONAL CONDUCT WITH YOUNG PEOPLE POLICY

**Youth Unlimited Edmonton/Youth for Christ Edmonton (YFCED) believes in absolute professional propriety with regard to its work with young people. As such all the following policies are mandatory for YFCED staff and volunteers. It is the responsibility of the individual volunteer or staff member and their immediate supervisor to ensure compliance with these policies.**

- No YFCED volunteer will be permitted to be alone with a youth at any time, unless receiving prior consent from their supervisor.
- No YFCED staff or volunteer will be alone in a vehicle with any young person connected with the work of YFCED. If a journey needs to be conducted, a third person, preferably a staff, should always be present. In exceptional circumstances where such a journey is of crucial importance [medical emergency etc] and no other staff or volunteer is available, the staff/volunteer must ensure that the youth rides in the back seat only. The staff/volunteer must call their supervisor and inform them of departure and then again on arrival.
- No staff member or volunteer should have any young person connected with the work of YFCED under the age of 18 stay in their house over night. On exceptional occasions where this is deemed necessary, other staff or volunteers are to be present and parents or guardians must give written permission. No staff member or person acting in a capacity as YFCED volunteer is to stay overnight alone with any such young person.
- It is recognized that private conversations are sometimes a necessary part of youth work. These conversations will be conducted in a public building or public place where both youth and leader are visible to others. [YFCED drop in centres, restaurants, etc.],
- YFCED is under legal obligations with respect to the knowledge it or its officers possesses regarding young people under the age of 18. As such the relevant authorities will always be contacted immediately, should YFCED come into any knowledge regarding abuse, self-harm, suicide, underage runaways or illegal activities of any form. All supervisors should make sure all staff and volunteers are aware of the correct procedures for doing this.
- All YFCED staff and volunteers must submit to criminal record checks. Copies of all checks must be submitted to the YFCED head offices for HR purposes.

Signed and agreed by: \_\_\_\_\_ Date \_\_\_\_\_

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