**VOLUNTEER APPLICATION FORM**

Thank you for your interest in volunteering at the North Bay Food Bank!

**Reason for volunteering:**

Community Service Hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are you able to make a one-year commitment?**

YES NO

**CONTACT INFORMATION**

|  |  |
| --- | --- |
| **NAME** |  |
| **ADDRESS** |  |
| **CITY** |  |
| **POSTAL CODE** |  |
| **PHONE** |  |
| **CELL** |  |
| **EMAIL** |  |

**EMERGENCY CONTACT**

|  |  |  |
| --- | --- | --- |
| **NAME** | **RELATIONSHIP** | **PHONE** |
|  |  |  |

**Do you have any medical or physical limitations we should know about?** (e.g. allergies, back issue, etc.) **If yes, please explain.**

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**AT THE FOOD BANK**

**What day(s) and time(s) are you available to volunteer?** *If not available for a full shift, please specify what time you are available.* We are happy to have you as your schedule allows.

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| **Monday – 9-12** |  |
| **Tuesday – 9-12** |  |
| **Wednesday – 3-6** |  |
| **Thursday – 3-6** |  |

**Which position(s) interest(s) you as a volunteer?**

|  |  |
| --- | --- |
| **INTAKE DESK**Work one-on-one with clients.Input information into computer system.***A clear police record check is required for this position.*** |  |
| **SERVER**Add specified items to client hampers.Give hampers to clients.Fill serving shelves and fridge/freezer when needed.*Some heavy lifting may be required.* |  |
| **HAMPER BUILDER**Build client hampers using a list.*Some heavy lifting required.* |  |
| **SORTER/STOCKER**Keep shelves tidy, stock free of packaging and accessible.Weigh and track incoming donations.Check dates, sort and shelve all incoming donations.*Some heavy lifting required.* |  |
| **KITCHEN (PORTIONING)**Portion items according to guidelines.Follow all safe food handling and health and safety procedures.Maintain cleanliness of kitchen at all times. |  |
| **SPECIAL TASKS/EVENTS**Help with special events or tasks when needed.Includes tasks such as setting up, running and taking down events.Events may include: Santa Claus Parade, Blue Box Food Drive, etc.*Can and will sometimes involve hours outside of our service hours.* |  |

**SKILLS & INTERESTS**

Please feel free to attach your resume.

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| **What do you hope to gain from being a volunteer with the North Bay Food Bank?** |
| **What previous volunteer experience, relevant work/education or training/skills do you have which would make you an effective volunteer with the North Bay Food Bank?** |
| **What would you say are your strengths?** |
| **What are your weaknesses?** |
| **Hobbies and interests?** |
| **Any other information you would like to share/provide?** |

**REFERENCES**

Please provide name and phone number of three references; not family members.

|  |  |  |
| --- | --- | --- |
| **NAME** | **RELATIONSHIP** | **PHONE** |
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**DECLARATION OF ACCURACY OF INFORMATION AND RELEASE OF INFORMATION AUTHORIZATION**

By signing this form I hereby certify the facts set forth in the above Volunteer Application are true and complete to the best of my knowledge. I understand if placed, falsified statements on this Application Form may disqualify me from volunteer involvement or become just cause for my dismissal and I shall not make claims against or put upon the North Bay Food Bank any further legal action and/or obligation. This form authorizes the North Bay Food Bank to make any inquiries required to determine my suitability for volunteer placement, including contact with my references and/or others as deemed necessary. I acknowledge and accept this application does not guarantee volunteer placement and the North Bay Food Bank is under no obligation to accept or assign me a volunteer position and is not obliged to provide a reason.

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| **NAME:*****(please print)*** |  |
| **SIGNATURE:*****(of parent/guardian if under 18)*** |  |
| **DATE:** |  |