



**CATHOLIC IMMIGRATION CENTRE, OTTAWA  
VOLUNTEER APPLICATION FORM**

Date of application: \_\_\_\_\_

**We ask for your cooperation in responding to the following questions. The information you voluntarily disclose will assist us in providing you with meaningful volunteer opportunities.**

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Contact first   
 Work: \_\_\_\_\_ ext. \_\_\_\_\_ Contact first

Are you: Male  Female  Year of birth: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency contact name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**What situation best describes you?**

Couple  With children   
 Single  Without children

**What do you do?**

Student:  ↔ Field of study: \_\_\_\_\_  
 Working:  ↔ Occupation: \_\_\_\_\_  
 Looking for work:  ↔ In what field: \_\_\_\_\_  
 Retired:  ↔ Occupation: \_\_\_\_\_  
 Other:  ↔ Specify: \_\_\_\_\_

**Past studies?** In what field: \_\_\_\_\_

**What languages do you speak?**

**English?** Speak  Write  Read  Understand  Translate   
**French?** Speak  Write  Read  Understand  Translate

**Do you know any other languages?**

\_\_\_\_\_  
 Speak  Write  Read  Understand  Translate   
 \_\_\_\_\_  
 Speak  Write  Read  Understand  Translate   
 \_\_\_\_\_  
 Speak  Write  Read  Understand  Translate

**Have you volunteered before?**

Organization: \_\_\_\_\_ Task(s): \_\_\_\_\_  
 Organization: \_\_\_\_\_ Task(s): \_\_\_\_\_

**What attracts you to volunteer with us?**

discover new cultures  share my time and energy  gain work experience  help others   
 build new friendships  offer my experience and skills  belong to a group  work for a cause   
 community involvement  learn to appreciate differences  other: \_\_\_\_\_

**What abilities, special skills or knowledge would you like to share with us as a volunteer?**

\_\_\_\_\_

\_\_\_\_\_

**When are you available to volunteer?**

days  evenings and weekends  flexible  occasionally  virtual volunteer   
 other: \_\_\_\_\_

**How did you come to hear about us?**

Host News  CIC web site  CIC Bulletin  Public speaker  Poster  Direct mail   
 Volunteer Centre  Friend of CIC  if Friend of CIC, is Friend a Host? yes  no   
 Radio Station  which one: \_\_\_\_\_  
 Television  which one: \_\_\_\_\_  
 Newspaper  which one: \_\_\_\_\_  
 Faith Group  which one: \_\_\_\_\_  
 School  which one: \_\_\_\_\_  
 Other: \_\_\_\_\_

**References**

**We work with a vulnerable client population. It is therefore necessary for all volunteers to provide us with two references (one family member - if possible; and the other, a friend, a co-worker, etc.).**

1

First name	Last name	Relationship
Telephone (home)	Telephone (work)	Email

2

First name	Last name	Relationship
Telephone (home)	Telephone (work)	Email





**CATHOLIC IMMIGRATION CENTRE, OTTAWA**  
**CENTRE CATHOLIQUE POUR IMMIGRANTS, OTTAWA**  
**VOLUNTEER COMMITMENT - ENGAGEMENT DU BENEVOLE**

The Catholic Immigration Centre (CIC) must meet high ethical standards in order to merit the trust and confidence of the community it serves. As a volunteer member of CIC, you are expected to meet some standards of ethical behaviour as you carry out your volunteer duties.

Le Centre catholique pour immigrants (CCI) doit respecter des normes élevées en matière d'éthique afin de continuer à se mériter la confiance que lui témoigne la communauté. En tant que bénévole pour le compte du CCI, vous êtes tenu de respecter certaines normes de comportement dans l'exercice de vos fonctions.

<p>I understand that, through my relationships, my duties and my commitments with the Catholic Immigration Centre, I may have access to confidential agency or client information.</p> <p>I understand that, along with paid staff, I am called by the Catholic Immigration Centre to share in the commitment to protect agency and client privacy.</p> <p>I undertake to not disclose or communicate confidential agency or client information to others who are not directly involved with the Catholic Immigration Centre.</p> <p>If a question arises about an obligation to maintain confidentiality of information or the appropriateness of releasing information, I undertake to refer the matter to the management of the Catholic Immigration Centre.</p> <p>I undertake to uphold the mission and standards of the Catholic Immigration Centre and to comply with all policies, regulations and practices.</p>	<p>Je suis conscient qu'en étant au service du Centre catholique pour immigrants j'aurai peut-être accès à des renseignements de nature confidentielle concernant tant l'organisme, son personnel et ses clients.</p> <p>Je suis conscient que les membres du personnel, salariés ou bénévoles, agissent ensemble pour respecter et préserver la confidentialité des échanges et des renseignements.</p> <p>Je m'engage à être prudent lorsque je parle avec des personnes à l'extérieur de l'organisme et à ne pas divulguer, à quiconque, des renseignements confidentiels.</p> <p>Au cas où je me questionnerais à propos de l'obligation de protéger la confidentialité d'un renseignement ou sur la pertinence de le divulguer, je m'engage à confier ce discernement à l'équipe de gestion de l'organisme.</p> <p>Je m'engage à soutenir la mission et les normes du Centre catholique pour immigrants et à respecter ses politiques, ses règlements et ses pratiques.</p>
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Dated at Ottawa, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
Fait à Ottawa, ce \_\_\_\_\_ jour de \_\_\_\_\_, \_\_\_\_\_.

**Signature of applicant:** \_\_\_\_\_ **X**  
**Signature de l'aspirant bénévole:** \_\_\_\_\_

**Our clients have the right to protection of personal information about them in their relationship to CIC. Breaches of confidentiality would violate assurances that we have given to our client population that are essential in creating a safe and welcoming environment.**

**Nos clients ont droit à la protection des renseignements personnels dont nous avons la charge. Nous sommes conscients du préjudice que nous porterions à nos clients en cas d'atteinte à ce droit. Le respect de ce droit constitue donc une condition fondamentale à la création d'un lieu qui saurait leur être sûr et accueillant.**