

**Volunteer Application Form**

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| **CONTACT INFORMATION:** | | | | |
| **Prefix, Title and/or Pronoun:** | | **First Name: Last Name:** | | |
| **Street Address: City: Province: Postal Code:** | | | | |
| **Email:** | | | | |
| **Phone (s):** | | | **Emergency Contact:**  Name:  Phone:  Relationship to you: | |
| **What days, times & how often you’re available to volunteer?** | | |
| **How did you learn about Victoria Literacy Connection (VLC)?**  Friend Volunteer Victoria Website \_\_\_\_\_\_\_\_\_\_\_\_ | | | **Have you volunteered at VLC before?**  If yes, approximate date: | |
| **EDUCATION:** | | | | |
| **Please check your last completed level of education:**    High School Post Secondary University Graduate | | | **Field of Study:** | |
| **Teaching experience not required. However, please tell us about any past teaching experience, relevant certifications, training or skills to support your volunteer application.** | | | | |
| **Languages (fluent).** Please indicate which languages you would be comfortable tutoring in**:** | | | | |
| **EMPLOYMENT: Please tell us about your recent and/or current employment experiences (or attach resume)** | | | | |
| Agency | Roles and Responsibilities | | | Length of service |
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| **VOLUNTEER EXPERIENCES: Please tell us about your previous and/or current volunteer experiences.** | | | |
| Agency | Roles and Responsibilities | Length of service | |
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| **INTERESTS:** | | |
| Why do you want to volunteer for VLC? | | |
| Victoria Literacy Connection supports diverse Learners and has a variety of volunteer opportunities. Identify the areas you are most interested in supporting.  \_\_**Tutoring Children or Youth**. In which program(s)?  \_\_**Tutoring Adults**. In which program(s)?  \_\_**Board** or **Committee** membership. Please specify:  \_\_**Other** (i.e. PenPal Club, fundraising, social media, etc.). Please specify:  **Do you want to volunteer**: \_\_\_ In-person \_\_\_ Remotely / online \_\_\_ Both / either? | | |

***Thank you for completing Victoria Literacy Connection’s Volunteer Application.***

**Please submit this completed application to Victoria Literacy Connection:**

By hand or by mail: #602 – 620 View Street, Victoria BC, V8W 1J6

By email (preferable): [**Admin@VictoriaLiteracyConnection.ca**](mailto:Admin@VictoriaLiteracyConnection.ca)

**In addition to this application, all applicants must submit (instructions attached):**

* Two Letters of Reference,
* A current vulnerable sector Criminal Record Check. You may submit one that is less than 6 months old or you can complete one after interview.

***By signing below I (the applicant):***

* *Acknowledge that the information provided in this application is true and accurate.*
* *Authorize* *Victoria Literacy Connection ("VLC") to verify my qualifications and contact the individuals I put forward as references.*

***I understand that:***

* *This application does not guarantee acceptance as a volunteer at VLC.*
* *VLC is under no obligation to accept me as a volunteer, or to provide an explanation of the decision made.*
* *This application, and any other information in my volunteer file, is the property of VLC and is kept confidential. VLC will not sell or give my contact information to any person or entity outside of VLC, except as may be required by law.*

***I agree to be placed on VLC’s contact list for periodic email communications.*** *I may opt out at any time.*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFERENCE LETTERS**

As a volunteer tutor applicant, you are required to provide two letters of reference. Below are some guidelines to assist you.

* Provide one reference that is personal (from a friend) and one that is professional (employer or co-worker). The person you ask should have known you for at least two years and be at least 19 years old.
* A suitable reference is anyone who knows you well and can speak to your suitability as a volunteer tutor. They may comment on the qualities that you would bring to a tutor role. For example: compassion, patience, reliability, kindness, the ability to work with people with diverse backgrounds, your respect of confidentiality.
* The references can be submitted by email, in-person or by mail (see above).

**CRIMINAL RECORD CHECKS**

Victoria Literacy Connection requires all our volunteer tutors to complete a Criminal Records review prior to supporting a Learner. The only exception would be the provision of an original Vulnerable Sector Criminal Record Check (“CRC” for short) completed within the last 6 months.

Victoria Literacy Connection supports both children and vulnerable adults so when you make the application be sure to check off working with “children and vulnerable adults” – even if you plan to only support adults.

There are 2 ways that you can apply for a Criminal Record Check: Online or In-Person. There is no charge for either of these two processes. The Online process usually returns the CRC more quickly than if you choose the In-Person process.

**CRC ONLINE PROCESS**

Victoria Literacy Connection has enrolled with the Criminal Records Review Program (CRRP) Applicant Based Online Program. By going to the Online link provided below you can enter your personal data and consent to a Criminal Record Check.

Go to this site and follow the instruction to apply for a CRC: [**https://justice.gov.bc.ca/criminalrecordcheck**](https://justice.gov.bc.ca/criminalrecordcheck)

Victoria Literacy Connection Access Code: **You will be given the code after your interview with our Program Coordinator**

Please note, if you have a previous CRC on file there will be an option to forward a copy to VLC rather than applying for a new one. Only check this option if the CRC on file is less than 6 months old.

**STEPS FOR COMPLETING YOUR CRC IN PERSON**

If you are unable to use the online CRC application process above:

1. Victoria Literacy Connection will provide you with a Volunteer Criminal Record Check (CRC) letter. This letter confirms that you are applying to become a volunteer and you will not be charged a fee for your CRC.
2. Take this letter to your local police station. You must apply for your Criminal Record Check at the station in the community in which you live. On the next page is a list of Police and RCMP stations in the Greater Victoria area.
3. Bring valid identification with you. You will need either 2 pieces of primary ID (Passport, Driver’s License, BCID, Birth Certificate) or 1 piece of primary ID and 1 piece of secondary ID (CareCard, credit card, bank card, School ID).
4. You will be notified by the police station when your CRC is completed. Pick up the completed CRC and deliver the original copy to Victoria Literacy Connection in person or by mail.

**Police and RCMP Stations in the Capital Regional District / Greater Victoria:**

Central Saanich Police

1903 Mount Newton X-Road  
Victoria, BC, V8W 1P6

250-652-4441

Esquimalt – Victoria West

500 Park Place  
Victoria, BC, V9A 6Z9

250-995-7654

Oak Bay Police

1703 Monterey Avenue  
Victoria, BC, V0S 1N0

250-592-2424

Saanich Police Department

760 Vernon Avenue  
Victoria BC, V8X 2W6

250-475-4321

Sidney Police (RCMP)

9895 4th Street

Sidney, BC, V8L 2Z5

250-656-3931

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Victoria Police

850 Caledonia Avenue  
Victoria, BC, V8T 5J8

250-995-7654

Westshore (RCMP)

698 Atkins Avenue

Victoria, BC, V9B 3A4

250-474-2264

\*\* Those living in Esquimalt and Victoria can go to either the Esquimalt or Victoria Police stations. Those living in Colwood, Langford and Metchosin go to the WestShore RCMP station.