



ADULT LITERACY VOLUNTEER APPLICATION
(Must be at least 19 years old)

Statement of Commitment: To volunteer one has to commit oneself to the program. It is important to remember that although you do not receive remuneration for service rendered, people rely on you to help them.

Name:	
Address:	
City:	Postal Code
Phone:	Cell:
E-mail address	

Related Work Experience:
Previous Volunteer Experience (Agency and Duties):
Date Available:

References: (Please provide 2) *Family members are not acceptable reference contacts.*

Name:	Name:
Email Address:	Email Address:
Phone-Home: Bus/Cell:	Phone-Home: Bus/Cell:

Due to the nature of our volunteer service the above information may be verified.

Are you available to make a one year commitment? Yes No

Can you consistently commit to 4 hours per week? Yes No

Availability

Mornings Afternoons Evenings Weekends

Which library branches will you be willing to tutor at?

<input type="checkbox"/> Budimir	<input type="checkbox"/> Riverside	<input type="checkbox"/> Forest Glade
<input type="checkbox"/> Seminole	<input type="checkbox"/> Bridgeview	<input type="checkbox"/> W. F. Chisholm
<input type="checkbox"/> Central	<input type="checkbox"/> Sandwich	<input type="checkbox"/> Fontainebleau

How did you hear about our program?

Why do you want to volunteer for the literacy program?

Guidelines, Terms & Conditions:

- All volunteer work must adhere to Windsor Public Library [Volunteer Policy](#) (Policy O -19.)
- The minimum age requirement for volunteering for this program is 19 years of age.
- Opportunities for volunteer placement are identified by the Windsor Public Library.
- Volunteer assignments balance the needs of the library with the interests and abilities of volunteers.
- All applicants will be interviewed by the program coordinator.
- The interview will ascertain the suitability for, interest in and ability to undertake the volunteer position. Acceptance as a volunteer is not automatic.
- Volunteer candidates must supply two references.
- Volunteers will be enrolled and oriented/trained prior to volunteering at the WPL.
- A personnel record is maintained on each volunteer. Volunteer records shall be accorded the same confidentiality as paid staff personnel records.
- Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they may be exposed to while serving as a volunteer. Failure to maintain confidentiality may result in immediate termination of the volunteer.
- Volunteers who do not adhere to the policies/procedures plus health and safety requirements of the WPL or who fail to satisfactorily perform their assignments may have their placement terminated.
- All Volunteers will be valued, and treated with respect and dignity.
- No volunteer will be asked to perform the duty of a paid employee.

- Volunteers will be provided with appropriate support. This will include orientation, appropriate training, the opportunity for feedback where possible, and the proper tools needed to perform their tasks.
- The generous service of volunteers will be recognized in an appropriate manner.
- On request, a letter confirming participation in volunteer activities at the library will be provided.

I hereby authorize the Windsor Public Library to contact my references, and agree that no liability or damage shall accrue to either the Windsor Public Library, or the Corporation of The City of Windsor. I also agree that I have read the terms and conditions and agree to abide by all policies of the Windsor Public Library.

Please note that a recent (issued within the last 12 months) [Police Vulnerable Sector Check](#) will be required in order to volunteer for the Windsor Public Library. (For complete details regarding Police Record Checks please visit www.police.windsor.on.ca).

Applications submitted electronically will be signed during orientation.

Applicant's Signature:	Date:
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[Office use only] Police Clearance Received

Program Coordinator's Signature:	Date:
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Please return as soon as possible to:

Adult Literacy Coordinator
Windsor Public Library
 850 Ouellette Ave.
 Windsor, ON N9A 4M9
 519-255-6770 ext. 4460
 E-mail: adulitlit@windsorpubliclibrary.com