



Date: _____

Individual Volunteer Application Form

PLEASE PRINT CLEARLY

Locations: 2020 Dundas 611 E Hastings Surrey 13890 - 104th Ave. Burnaby 7753 - 6th St.

General Information:

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: _____ Email: _____

How did you hear about Quest? _____

Are you 16 years of age or older? _____

Are you an agency client? If yes, which agency? _____

(If you are interested in shopping at Quest's markets, please obtain a client referral form)

Are you applying for an unpaid work experience through a Post-Secondary institution or social service agency? If yes, please specify: _____

Approximate start/end date: _____

Are there any medical conditions or allergies that we should be aware of while you are with Quest? (If yes, please explain):

Emergency Contact Information:

Name: _____ Relation: _____

Phone Number: _____

What is your availability? (Please list times you are available). Different departments have different hours. Please check below.

TIME	MON	TUES	WED	THURS	FRI	SAT
<u>8am-12pm</u>						
<u>12pm-6:30 pm</u>						

In which of the following areas would you like to participate?

- Grocery Clerk*---duties include: assisting customers, stocking shelves, inspecting incoming products and cleaning. Morning and/or afternoon/evening
(Market hours Mon. & Sat., 8:00am – 4:30 pm, Tue.-Fri., 8:00 am – 6:30 pm)
- Warehouse Person* – duties include: inventory, repackaging, sorting & culling incoming donations, assisting drivers with on/off-loading the trucks, order picking, and general warehouse upkeep. **(Distribution Center hours, Mon.-Fri., 7:00 am – 3:30 pm)**
- Office Assistant*—duties include data entry, processing of documents, inbound/outbound phone calls, sorting letters, stuffing envelopes, labelling/stamping envelopes, writing articles, internet and telephone research, and cartoons for publication as well as other general duties. **(Office hours Mon.-Fri., 8:00 am – 4:30 pm)**
- Special Projects* – if you have a special skill (handyman, web-page design, etc...) let us know! We might just have a project in need of your expertise!

Please indicate additional areas of interest or experience:

- Accounting/Finance
- Blogging/writing
- Community Outreach
- General maintenance/cleaning
- Inbound/outbound phone calls
- Heavy lifting
- Marketing/PR
- Merchandising
- Quality Control (food items)

Please list any other relevant skills, experience, strengths or interests that you may wish to share as a volunteer and that may help us in placing you (or attach your resume):

References:

Please list 2 references and numbers where they can be reached.

Name: _____ Reference Type: _____

Phone Number: _____

Name: _____ Reference Type: _____

Phone Number: _____

I understand that during my term of volunteering, or at any time thereafter, I shall not disclose, directly or indirectly, any confidential information I may have acquired during the course of employment, except as required by law. "Confidential information" means information disclosed to, used by, developed by or made known to you in the course of your employment with the Society which is not generally known to persons outside the Society, including, but not limited to, information pertaining to the Society's past, present, future and contemplated assets, operations, clients, methods, facilities, equipment, technology, research, strategies, personnel, finances, routines, policies and business procedures.

I understand that Quest is not obligated to appoint me to a volunteer position.

I certify that the above information is true and complete. I authorize Quest Outreach Society to verify any information on this application & to secure information deemed necessary to determine my suitability for the volunteer position I am seeking with Quest.

Applicant (please print): _____

Signature: _____

Date: _____