



## Leading to Reading Program Volunteer Application

**IMPORTANT:** Your application will not be considered unless fully completed and accompanied by two completed AND SEALED reference forms. Read the directions in this application carefully.

**Only accepted applicants will be contacted to be interviewed.**

**Application submission deadlines:**

**Fall: Saturday October 15, 2011**

**Winter: Saturday January 28, 2012**

**Summer: Saturday June 16, 2012**

Today's Date: \_\_\_\_\_  
(day/month/year)

For more information, please phone one of the program coordinators listed on the last page of this form.

### Personal Information

First Name: \_\_\_\_\_ Family/Last Name: \_\_\_\_\_

Male  Female Your age category:  Youth under 18,  Youth 18-24,  Adult over 24

Street Address: \_\_\_\_\_ Apt. No: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Occupation (if any): \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Other/Cell Phone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Best days/time to phone you: \_\_\_\_\_

Do you have a Toronto Public Library card?  No  Yes, \_\_\_\_\_

Please indicate when you would like to volunteer (you can do both if you wish):

July to August (7 weeks)  late September to early June (except December school break and March school break)

Regular attendance is required, although we realize that volunteers may miss an occasional week due to vacation or other event. Will you miss any weeks during the period you indicated above?

No  Yes/Maybe (please give dates) \_\_\_\_\_

In which Toronto library branch(es) do you prefer to volunteer? \_\_\_\_\_

Are you now or have you been a volunteer in this or another Toronto Public Library program?

No  Yes, which program? \_\_\_\_\_ When? \_\_\_\_\_

### For Library Staff Use:

Please indicate the way you heard about this volunteer opportunity. (Choose only one.)

- |   |   |
|---|---|
| <input type="checkbox"/> Flyer/publicity not at the library   | <input type="checkbox"/> Toronto Public Library website           |
| <input type="checkbox"/> Local library sign/publicity   | <input type="checkbox"/> Volunteer Toronto website                |
| <input type="checkbox"/> Teacher/School   | <input type="checkbox"/> <i>What's On</i> (library program guide) |
| <input type="checkbox"/> Heard from _____   |   |
| <input type="checkbox"/> I contacted the Library about volunteering before I knew this program existed. |   |
| <input type="checkbox"/> Other (please specify) _____   |   |

**Why do you want to be a Leading to Reading volunteer?**

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**Relevant Experience**

**Education**, including relevant dates (If you're a student, indicate your **current grade level**):

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**Work Experience**, including relevant dates:

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**Volunteer Experience**, including relevant dates:

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**Skills, Interests, Hobbies, Other Experience:**

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## References

Using the attached forms, please provide:

- 1) a personal/family reference (can be a friend, parent or spouse)
- 2) a work/academic/volunteer reference (**must** be a teacher, employer or supervisor... **cannot** be a co-worker, friend or family)

It is preferred that your referees know you for at least four months. **Your application will not be considered unless accompanied by these two completed AND SEALED reference forms.**

Please **provide your referees with an envelope** in which they can **seal** the form and **sign** the closure before they return it to you. Submit your application and the accompanying reference envelopes to the staff at the library where you wish to volunteer. If your application is approved, a program co-ordinator will contact you regarding an interview.

**You are required to complete and sign the section below.** Please read it before signing.

I, \_\_\_\_\_ (applicant) hereby authorise Toronto Public Library to solicit a reference from \_\_\_\_\_ and \_\_\_\_\_ (full names of referees) in connection with my application for this volunteer position, and to investigate any statements made in this application, and release Toronto Public Library and all others from liability in connection with such activities.

I hereby authorise the above named referees to provide a reference in connection with my application for this volunteer position, and release them from any liability in regard to providing that reference.

I hereby confirm that I have provided my referees with the reference form to complete themselves and that they have returned the completed form to me in a signed and sealed envelope, ensuring their confidentiality.

I understand that to ensure the safety of Library customers, I will be asked to complete a Police Records Check at no cost to myself.

I hereby certify that all of the information included in this application form is true and complete. I understand that an incomplete application will not be considered, and that providing false or misleading information may result in dismissal, regardless of the time of discovery.

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Signature

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Date (day/month/year)

**Thank You!** We appreciate your interest in volunteering with Toronto Public Library.

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The Personal information on this form is collected under the authority of the Public Libraries Act and the Municipal Freedom of Information and Protection of Privacy Act. This information will only be used for the proper administration of the library and the provision of library services and programs by Toronto Public Library. Questions related to the collection of this personal information should be directed to the Privacy & Records Management Officer, Toronto Public Library, 789 Yonge Street, Toronto, ON, M4W 2G8, Telephone: 416-395-5658.

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## Police Reference Check Information

If the Police Service receives a Consent to Disclosure form signed by the volunteer applicant authorizing it to carry out a police reference check, the Service will conduct an electronic search of the CPIC Investigative, Intelligence and Identifications data banks and any Service data banks for available information about the applicant. Among other things, the Service will search for any information on file relating to: criminal convictions, outstanding charges before the courts, probation information (including peace bonds, restraining orders, and reporting conditions), any prohibitions relating to the applicant (includes firearms, driving, hunting and boat), federal or provincial parole information, and information relating to whether the applicant is suspected of committing a criminal offence or is involved in a serious criminal investigation. **Please note that this is not an exhaustive list and the Service may have access to other information about the applicant through its database searches.**

More information about the Toronto Police Reference Check Program can be found at <http://www.torontopubliclibrary.ca/prcp/>.

## Parental Acknowledgement Form

(to be completed for volunteer applicants under the age of 18 years)

I acknowledge that my son/daughter \_\_\_\_\_  
has applied to volunteer at the Toronto Public Library, in the Leading To Reading  
program, at the \_\_\_\_\_ library branch.

I acknowledge that the volunteer screening process at the Toronto Public Library  
includes a police record check and the collection of personal information.

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Name of Parent/Guardian (Please Print)

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Signature of Parent/Guardian

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Date (day/month/year)



## Volunteer Application – Personal or Family Referee

Dear Referee,

This applicant has applied to be a volunteer tutor in the Toronto Public Library’s Leading To Reading Program (one-to-one reading and homework help for elementary school children). The Library screens all volunteers by asking for written references. Your responses are confidential. Please complete this form, seal it in the envelope provided by the applicant, **sign across the flap of the sealed envelope**, and return it to the applicant. Thank you for your assistance and for taking the time to complete this form.

Volunteer Applicant’s Name: \_\_\_\_\_

Referee: \_\_\_\_\_  
Name (Please Print) Signature

Today’s Date: \_\_\_\_\_ Referee’s Phone number: ( \_\_\_\_\_ ) \_\_\_\_\_

What is your relationship to the volunteer applicant? \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

On a scale of 1 – 5, please indicate how the following personal characteristics apply to this applicant.

	Little – 1	2	3	4	Lot – 5	Unknown
Dependability:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patience:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to relate to children:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of responsibility:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to communicate in English:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please make additional comments** about this applicant’s suitability for this volunteer position. Attach additional comments on a separate page if you wish.

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## Volunteer Application – Work (Supervisory), Academic or Volunteer Experience Referee

Dear Referee,

This applicant has applied to be a volunteer tutor in the Toronto Public Library’s Leading To Reading Program (one-to-one reading and homework help for elementary school children). The Library screens all volunteers by asking for written references. Your responses are confidential. Please complete this form, seal it in the envelope provided by the applicant, **sign across the flap of the sealed envelope**, and return it to the applicant. Thank you for your assistance and for taking the time to complete this form.

Volunteer Applicant’s Name: \_\_\_\_\_

Referee: \_\_\_\_\_  
Name (Please Print) Signature

Today’s Date: \_\_\_\_\_ Referee’s Phone number: (\_\_\_\_) \_\_\_\_\_

Referee’s company/school/organization: \_\_\_\_\_

What is your work/organizational connection to the applicant? \_\_\_\_\_

How long have you known the applicant? (should be more than 4 months) \_\_\_\_\_

On a scale of 1 – 5, please indicate how the following personal characteristics apply to this applicant.

	Little – 1	2	3	4	Lot – 5	Unknown
Dependability:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patience:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to relate to children:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of responsibility:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to communicate in English:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please make additional comments** about this applicant’s suitability for this volunteer position. Attach additional comments on a separate page if you wish.

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Please detach and keep this page for your information.

## Volunteer Screening Practice for the Leading To Reading Program

Thank you for your interest in volunteering with the Toronto Public Library's Leading To Reading program. Candidates applying for Leading To Reading (or Homework Help for Teens) volunteer opportunities must complete the following screening process:

1. Please complete the application form, including the two attached reference forms (one to be filled out by a friend or family member and the other to be completed by a professional such as a teacher, employer or agency representative). The completed references must be enclosed in signed, sealed envelopes.
2. Please return your **fully** completed volunteer application form, including the two completed reference forms, to the library. You must submit the application and reference forms at the same time. **Note:** If you are under 18 years of age, you must have your parent sign the Parental Acknowledgement Form and return it with your application. **Check your form before submitting it.** Applications that are not fully completed will not be considered.
3. A program coordinator will phone you only if an interview is to be arranged.
4. During the interview, you will be asked to complete a Police Reference Check (PRC) form. The Toronto Public Library covers the cost of all PRCs. If you live outside of the city of Toronto, you will have to initially pay for the PRC, and the Library will reimburse you, upon proof of payment and receipt of results.
5. Successful applicants must complete one volunteer training session. Training sessions are offered periodically during the year at various branch locations.
6. Placements continue, subject to the return of a satisfactory Police Reference Check. Volunteers will receive a processed PRC form or a letter of PRC findings from the police. In order to continue in the Leading To Reading program, volunteers are required to submit the processed PRC form to the Toronto Public Library Volunteer Manager. Volunteers who receive a letter of PRC findings are required to contact the Volunteer Manager (416-395-5502) within 5 days of receiving the letter to discuss their status with the program.

For further information, please contact one of the Program Coordinators:

- 416-395-5990 (North) or [scheung@torontopubliclibrary.ca](mailto:scheung@torontopubliclibrary.ca)
- 416-393-7682 (South) or [pbiros@torontopubliclibrary.ca](mailto:pbiros@torontopubliclibrary.ca)
- 416-396-8601 (East) or [cthomson@torontopubliclibrary.ca](mailto:cthomson@torontopubliclibrary.ca)
- 416-394-5012 (West) or [dkondo@torontopubliclibrary.ca](mailto:dkondo@torontopubliclibrary.ca)