

Leading to Reading Program Volunteer Application

IMPORTANT:

Read the directions in this application carefully.
Your application will only be considered if fully completed and accompanied by two completed AND SEALED reference forms.

Only accepted applicants will be contacted to be interviewed.

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: () _____ Other/Cell Phone: () _____

E-mail address (main way for us to contact you): _____

Do you have a Toronto Public Library card? No Yes

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

Have you been a volunteer in this or another Toronto Public Library program?
 No Yes, which program? _____ When? _____

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

Library publicity/website Volunteer Toronto website
 Other (please specify) _____

For Library Staff Use:	Date Received: _____
	SS <input type="checkbox"/> DB <input type="checkbox"/> Train <input type="checkbox"/> PRC <input type="checkbox"/> AODA <input type="checkbox"/>

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

Relevant Experience

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

Work Experience, including relevant dates:

Volunteer Experience, including relevant dates:

Skills, Interests, Hobbies, Other Experience:

References

Please 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 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.

Signature

Today's Date (day/month/year)

**Police Reference Check Information
Parental Acknowledgement Form**

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

Please note that we ask applicants to complete the Police Reference Check application form at their interview stage.

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.

Name of Parent/Guardian (Please Print)

Signature of Parent/Guardian

Date (day/month/year)

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.

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 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.

The Toronto Public Library may contact you to confirm the information provided.

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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 volunteer opportunity 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. **Applications that are not fully completed will not be considered.**
3. Program staff will usually contact 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 the PRC and submits the form on your behalf. If you live outside of the city of Toronto, you will have to initially pay for the PRC and submit the form yourself (must be a Vulnerable Sector Check) to your city's police. The Library will reimburse you upon proof of payment and receipt of results.
5. Successful applicants must complete two volunteer training session; one is a group training and the second is online.

For further information, please contact one of the program administrators:

- East of Yonge St: 416-396-3589 or LTReast@tpl.ca
- West of Yonge St: 416-394-5015 or LTRwest@tpl.ca