

Dear Computer Camp Assistant Applicant,

Thank you for your interest in volunteering with the Vaughan Public Libraries' Children's Computer Camp. In this package you will find the documents necessary to complete your application.

- ☐ Children's Computer Camp Application Form
 - Both sides of this form must be completed in full.
- ☐ Two Reference Forms
 - Your references must complete these forms and return them to you in signed, sealed envelopes. Individuals who complete these forms must not be related to you.
- ☐ Police Vulnerable Sector Check Application (to be completed after acceptance)
 - Successful applications will be asked to complete a Police Vulnerable Sector Check (PVSC) form. Before starting, volunteers are required to submit the processed PVSC to Vaughan Public Libraries.
- ☐ Photo permission form (**optional**)

General Requirements:

- Volunteers must be 14 to 18 years old
- Volunteers must have completed grade 9
- Volunteers must be returning to school in September 2013
- Attend a volunteer training and orientation session (to be scheduled)
- Committed to volunteering for a minimum of 2 weeks in July / August 2013
- Interest in working with children with special needs an asset.

Completed applications may be dropped off at any VPL location www.vaughanpl.info/libraries or mailed to: The Recruitment Office, Vaughan Public Libraries, 900 Clark Avenue West, Thornhill, Ontario L4J 8C1.

All documents listed above must be submitted in order for the application to be considered.

Successful applicants will be required to attend an interview and orientation session.

If you have any questions about the Children's Computer Camp program or the application process, please contact the Pierre Berton Resource Library at 905-653-7323 ext 4341.

Sincerely,
Vaughan Public Libraries
905-653-READ (7323)

CHILDREN'S COMPUTER CAMP ASSISTANT VOLUNTEER APPLICATION

1. PERSONAL INFORMATION

Last Name: _____ First Name: _____

Home Address: _____

City: _____ Postal Code: _____

Phone Number: (Home) _____ (Cell): _____

Email: _____

2. AVAILABILITY

Please indicate which weeks you are available. A minimum commitment of 2 weeks is required.

Dates	9am to 12pm	1pm to 4pm
Week of July 2 – 5 *		
Week of July 8 -12		
Week of July 15 - 19		
Week of July 22 - 26		
Week of July 29 - August 2		
Week of 6 August 6 – 9 *		
Week of August 12 – 16		
Week of August 19 - 23		

* Some weeks have only four days due to public holidays

3. EDUCATION

Highest Year/Grade Completed: _____

School Name: _____

Are you returning to secondary school in September 2013? ☐ Yes ☐ No

4. PREVIOUS VOLUNTEER/EMPLOYMENT

Position: _____ Organization: _____

5. OTHER QUALIFICATIONS / EXPERIENCE

Valid Police Vulnerable Sector Check? ☐ Yes ☐ No

Valid First Aid Certificate? ☐ Yes ☐ No Type: _____

Please indicate any other relevant qualifications:

Please indicate any other relevant experiences or interests:

Who do you want to volunteer as Computer Camp Assistant?

Would you be interested in working with Special Needs Individuals? ☐ Yes ☐ No

I hereby certify that the information provided is correct. I understand that a false statement shall disqualify me from employment (whether paid or voluntary) and will result in immediate dismissal.

Applicant's Signature: _____

Signature of Parent/Guardian (if under 16): _____

Date: _____

Vaughan Public Libraries endeavours to provide a safe environment for all library users. In keeping with this objective, applicants will be asked to complete a Police Vulnerable Sector Check prior to the commencement of their volunteer work. The fee for the Police Vulnerable Sector Check will not be refunded.

Personal information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act, 1999, MFIPPA/Regulation 29. Personal information collected on these forms is used to contact program participants. After the program the forms are destroyed and non-identifying statistical information is retained. Questions regarding the collection of this information should be directed to the Director of Service Delivery. Freedom of Information Requests should be mailed to: Vaughan Public Libraries Administration Offices 900 Clark Avenue W., Thornhill, ON L4J 8C1

PHOTOGRAPHY / VIDEO - PERMISSION FORM

PARENTAL CONSENT IS REQUIRED FOR PERSONS UNDER 18 YEARS OF AGE

I, _____ (name of parent/guardian) of (first & last name of child)
....., hereby give permission for the photograph(s) /
video(s) taken of my son/daughter on (date)..... at (location and event/program
name) to be used by Vaughan Public Libraries
and/or the media in electronic and print publications, and online communication vehicles, to
promote the Libraries' programs and services.

If the photograph(s) / video(s) are used in any publication,

- ☐ I authorize my son or daughter's full name to be used
☐ I do not authorize my son or daughter's name to be used

Signed.....

CHILDREN'S COMPUTER CAMP ASSISTANT VOLUNTEER APPLICATION

Dear Referee,

Please use this form to provide a written reference for:

(volunteer's name)

who has applied to be a volunteer Computer Camp Assistant at Vaughan Public Libraries. Computer Camp Assistants will assist campers between the ages of 9 to 13 with camp activities including leisure activities, basic computer assistance, snack supervision, and general support to the Camp Instructors as needed.

Camp Assistants may also be required to assist campers with Special Needs.

A minimum commitment of 2 weeks in July and August is required.

The Library screens all volunteers by asking for written references. Your responses are confidential.

Please complete this form, seal it in an envelope, **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.

Referee: _____
Name (please print) Signature

Occupation: _____

Referee's Phone number: (____) _____ Today's Date: _____

Relationship to applicant: _____

How long have you known the applicant? _____

Questions

1. How do you know the applicant?

2. What words would you use to describe this person?

CHILDREN'S COMPUTER CAMP ASSISTANT VOLUNTEER APPLICATION

3. Have you had the opportunity to see this person interact with children? If so, describe the experience.

4. Do you think this person will be suitable for the volunteer position of Computer Camp Assistant? Why or why not?

5. On a scale of 1-5 (5 being the highest) please indicate how you feel the applicant scores on the following personal characteristics (circle the appropriate number for each characteristic).

Responsibility	1	2	3	4	5
Dependability	1	2	3	4	5
Work Ethic	1	2	3	4	5
Ability to Relate to Children	1	2	3	4	5
Patience	1	2	3	4	5
Computer Skills	1	2	3	4	5

6. Is there anything else you would like to tell us about this person?

Vaughan Public Libraries may contact you to confirm the information provided. If you have any questions or concerns, please contact Vaughan Public Libraries at (905) 653-READ.

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Referee: _____
Name (please print) Signature

Occupation: _____

Referee's Phone number: (____) _____ Today's Date: _____

Relationship to applicant: _____

How long have you known the applicant? _____

Questions

7. How do you know the applicant?

8. What words would you use to describe this person?

9. Have you had the opportunity to see this person interact with children? If so, describe the experience.

10. Do you think this person will be suitable for the volunteer position of Computer Camp Assistant? Why or why not?

11. On a scale of 1-5 (5 being the highest) please indicate how you feel the applicant scores on the following personal characteristics (circle the appropriate number for each characteristic).

Responsibility	1	2	3	4	5
Dependability	1	2	3	4	5
Work Ethic	1	2	3	4	5
Ability to Relate to Children	1	2	3	4	5
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