



Adult Volunteer Application Form
(For volunteers over 18 years of age)

Lisaard House, 990 Speedsville Rd, Cambridge, ON, N3H 4R6 519-650-1121
Innisfree House, 2375 Homer Watson Blvd, Kitchener, ON N2P 0E9 519-208-5055

Surname

First Name

Address

City

Postal Code

Phone

E-Mail

Best time to contact you: _____ Present Occupation: _____

How did you hear about Lisaard & Innisfree Hospice? _____

Why are you interested in volunteering at Lisaard & Innisfree Hospice?

Describe any relevant work, volunteer experiences, skills, hobbies or interests. _____

During the past year, have you had a significant loss? If yes, please explain the circumstances.

How frequently are you available to volunteer? When are you available? Please note that most volunteer shifts are 3 hours in length on a set schedule.

Once a week ___ More than once a week ___ Twice a month ___ Once a month ___

Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
9am-10am							
10am-11am							
11am-12pm							
12pm-1pm							
1pm-2pm							
2pm-3pm							
3pm-4pm							
4pm-5pm							
5pm-6pm							
6pm-7pm							
7pm-8pm							
8pm-9pm							

Innisfree House (Kitchener) ___ Lisaard House (Cambridge) ___ Both ___

Languages can speak (S) or write (W): _____

Please check off all areas you may be interested in helping out:

- | | | | |
|---|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Public Relations | <input type="checkbox"/> Reception | <input type="checkbox"/> Cooking | <input type="checkbox"/> Handyman |
| <input type="checkbox"/> House Cleaning | <input type="checkbox"/> Admin | <input type="checkbox"/> Kitchen Helper | <input type="checkbox"/> Gardening |
| <input type="checkbox"/> Laundry | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Baking | <input type="checkbox"/> Esthetician |
| <input type="checkbox"/> Alternative Therapies (Reiki; Massage) | | <input type="checkbox"/> Music (Piano, guitar) | |

Based on the volunteer position and duties, would you like to identify any health conditions or allergies that could assist staff in responding to a personal health emergency or to protect your safety or the safety of others?

Most volunteers will be required to complete a training course at least 10 hours in length prior to starting in their volunteer position.

Please note that we generally recommend withholding from volunteering until at least one year after experiencing a significant loss. If you have indicated that you have had a recent loss, this will be discussed further during your interview.

Emergency Contact Information

It is important that accurate records are kept for use in the event of an emergency. Please provide us with an emergency contact name and phone number:

Contact Person: _____
Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____

Volunteer Reference Release

In the interest of resident safety and to facilitate appropriate volunteer placements all volunteers are required to submit a minimum of two references.

I, _____, authorize Lisaard & Innisfree Hospice to contact the following people to furnish any relevant information they may have concerning my suitability as a volunteer at Lisaard & Innisfree Hospice.

Name of contact person: _____
Address: _____
City: _____ Postal Code: _____
Phone: _____ Email: _____

Name of contact person: _____
Address: _____
City: _____ Postal Code: _____
Phone: _____ Email: _____

Photographic Release

I hereby give my permission to Lisaard & Innisfree Hospice for the use of my picture, taken by an authorized photographer for Lisaard & Innisfree Hospice, in any promotional material including advertising, brochures, publications, video productions, website and other uses.

I waive the right to any fee or compensation for either the photographic sitting or the use or reproduction of the resulting photographs in any medium.

I understand that these materials will be used by Lisaard & Innisfree Hospice or its agents.

Signature: _____ Date: _____

Confidentiality Promise

I, _____, acknowledge that I am aware some of the information I will handle or have access to in the course of my work as a volunteer of Lisaard & Innisfree Hospice is confidential. I further acknowledge some or all of the information that relates to residents or employees of Lisaard & Innisfree Hospice or members of the public is confidential under the law, and is required to be kept confidential to protect the privacy of individuals to which the information relates.

AND I PROMISE THAT I will not disclose, communicate or convey or allow to be disclosed, directly or indirectly to any person who does not require such information in the course of their duties for Lisaard & Innisfree Hospice or with Lisaard & Innisfree Hospice, any private or confidential information whatsoever, obtained by me in or about the performance of my duties or by virtue of my placement as a volunteer of Lisaard & Innisfree Hospice.

AND I FURTHER PROMISE THAT I will not allow any person or persons not entitled by law to such information, to inspect or have access to any written statement, record, correspondence, plan, computerized record, document or any other paper of a private or confidential nature, and I will conscientiously endeavour to prevent any person or persons not entitled from inspecting or having access to any such confidential information.

Signature: _____ Date: _____

NOTE: Personal information on this form is collected under the authority of the Long-Term Care Act and will be used to maintain volunteer records, to make placements, and to compile a distribution list for email notifications. Questions regarding this collection can be forwarded to, Privacy Officer, Lisaard & Innisfree Hospice, 2375 Homer Watson Blvd, Kitchener, ON N2P 0E9.

Volunteer Agreement/Release and Waiver Form

ATTENTION: PLEASE READ THE FOLLOWING VERY CAREFULLY AS IT AFFECTS YOUR LEGAL RIGHTS.

I, _____, in participating in volunteer activities with Lisaard & Innisfree Hospice ("LI Hospice") beginning on _____ and in consideration of Lisaard allowing me to participate in such activities, fully understand and agree to the following:

1. I will not be participating in volunteer activities in the capacity of a LI Hospice employee or independent contractor.
2. No pay, payment, salary, wage or employee benefits (such as accident/disability/medical/dental or other insurance coverage) whatsoever will be paid to me and I will not be covered by Workplace and Safety Insurance Board coverage.
3. I acknowledge that performing volunteer activities may involve certain elements of risk or the chance of an accident and I hereby release LI Hospice and its Board, officers, employees and their respective successors, assigns, heirs, and executors from all claims for loss, damage, or injury, except for that which is caused solely by the negligence of LI Hospice, its employees, or its agents.
4. I will abide by all applicable LI Hospice policies and procedures, as may be amended from time to time, and will follow all instructions of the appropriate LI Hospice management staff person in carrying out the volunteer activities.
5. I will not use facilities, equipment and property owned by LI Hospice without the approval of a Lisaard management staff person.
6. I will not use facilities, equipment and property owned by LI Hospice for personal purposes.
7. I will immediately notify the appropriate LI Hospice supervisor of any incident that involves property damage or personal injury during my volunteer duties.
8. Either LI Hospice or myself may terminate my volunteer activities at any time.

By signing this form:

- I acknowledge that I have read and understood the preceding conditions, release, and waiver, and
- I agree to the preceding conditions, release, and waiver.

Signature: _____ Date: _____

Note: This form must be completed and signed by the volunteer **before** being accepted by Lisaard & Innisfree Hospice for volunteer activities. The original is to be retained by the supervisor along with the signed Confidentiality Promise, with a copy of each to be given to the volunteer.