



Dear Prospective Volunteer:

Thank you for your interest in volunteering at the Elliott Community. Volunteers play an important part in helping us provide care and service that is sensitive, personalized and consistent with resident needs. We are committed to making sure our residents have the opportunity to live life to their fullest. We believe each resident is unique and should be treated with respect and consideration in a caring, home-like environment. We encourage residents to maintain as much independence as possible and support their fundamental right to self-determination.

Listed below are the steps necessary to become a volunteer with the Elliott Community.

Application Form

You need to fill out the attached application form, including two references, and submit it to the main office at The Elliott Community, 170 Metcalfe Street, Guelph, Ontario, N1E 4Y3. Your application will then be forwarded to our Director of Recreation and Volunteer Services.

Criminal Record Check

Volunteer applicants will be responsible for providing this information to the Director of Recreation and Volunteer Services prior to training.

Criminal Record Check Process:

1. The applicant attends in person with two pieces of identification (one piece of photo I.D., if possible.) to Central Records, Guelph Police Services, and completes an "Application for Criminal Record Check. Anyone who resides outside of Guelph must go to their local OPP station. There is no fee for volunteer applicants. The hours of operation for Central Records in Guelph are Wednesday 10 a.m. to 6 p.m., Thursday 9 a.m. to 1 p.m. and Friday 9 a.m. to 5 p.m.
2. Your application will take up to two weeks to process. You will be advised by Central Records, via telephone, when your application has been processed.
3. You will then attend in person to Central Records to review their application. **NOTE:** Criminal records, Young Offender records, police occurrences and incidents are included in this process.
4. Once the police check has been picked up, you then contact our Director of Recreation and Volunteer Services to arrange an interview.



Volunteer Application

Name: _____ Date: _____

Address: _____

Phone #: (H) _____ (W) _____

Email: _____

Occupation: _____

School/University (presently attending): _____ Level: _____

Emergency Contact: _____ Relation: _____

Phone #: (H) _____ (W) _____

Why do you want to volunteer with The Elliott Community?

Community service for school () Confirmation () Want to help seniors () Other ()

Relevant Experience (if any): _____

Special Skills and Interests: _____

Do you read, write or speak a foreign language, including sign language?

If so, what language? _____ Read() Write() Speak()

Volunteer Work Preferred:

Dining Room Assistance () Visiting () Activities () Reading to residents ()

Other () _____

When Available: Days: _____

Times: _____

References: (Name, phone # and relationship to you)

1) _____

2) _____

Signature of Applicant: _____