



Big Brothers Big Sisters of Cambridge

We wish to thank you for your interest in our agency. In applying to become an In School Mentor volunteer you are showing a willingness to invest part of your life with a child who will be enriched by your continuing friendship, guidance and support. In return we believe it can be a source of much pleasure and satisfaction to you.

All applicants are screened before being accepted into the program to ensure that each person has the time, commitment, and caring skills necessary to be a responsible mentor to a child. The list below is an outline of the screening process.

- Attend a mandatory **information session**. This can be scheduled to suit your availability. (Length of information session: approx. 1 hour.)
- Complete and sign the **application** form. Fill in the **reference portion** on your application clearly, as we need to contact all of the references listed. Please make sure all given references are advised that they will be contacted by us.
- Please return the application to us as soon as possible. It can be mailed, dropped off, or returned the day of your information session.
- Complete a Police Check authorization form while at our office, accompanied by either a valid photo ID driver's license or passport. A copy of your ID will then be submitted with this form electronically to BackCheck for processing. Your police check will then be sent directly to our office upon completion. There is no cost to you for this process
- Complete a **personal interview** at our office by a Mentoring Coordinator.

We appreciate your patience while we go through this screening process. We want everyone to feel comfortable, safe and supported throughout their time with our agency. This is why we are so thorough with every applicant. And we want to be sure that you get as much out your involvement with Big Brothers Big Sisters of Cambridge as our "Littles" do.

Thank you for helping us, "Share a Little Magic".

Julie Phillips
Executive Director



Big Brothers Big Sisters of Cambridge

Adult ISM Volunteer Application Form

Application Date: / /
MM DD YYYY

PERSONAL INFORMATION:

Full Name: _____

Date of Birth: / / (optional)
MM DD YYYY

Address: _____

City: _____ Postal: _____

Home #: (____) _____

Cell #: (____) _____

Email: _____

Have you ever applied to become a Big Brother / Big Sister before? Yes No

If yes, with which agency? _____

How did you hear about this program?

- TV Radio Newspaper
 Billboard Friend/Relative Website
 Special Event Other: _____

Availability for Mentoring

- Morning
 Afternoon

WHERE APPROPRIATE:

Spouse's Name: _____

Number and Ages of Children:

EMPLOYMENT/ SCHOOL INFORMATION:

Name of Employer / School: _____

Occupation / Field of Study: _____ How long with present employer? _____

Address: _____

May you be telephoned at work? Yes No Work # (____) _____ Ext: _____

FOUR REFERENCES REQUIRED: (All references must have known the applicant for at least 2 years.)

1) Employment / Volunteer / Academic Reference

Please check the best way to contact this reference:

Home Phone Work Phone Cell Phone E-mail

Full Name: _____

Home #: (____) _____

Work #: (____) _____ Ext: _____

Cell #: (____) _____

E-mail: _____

How long have you known this person? _____

In what capacity? _____

2) Blood Relative

Please check the best way to contact this reference:

Home Phone Work Phone Cell Phone E-mail

Full Name: _____

Home #: (____) _____

Work #: (____) _____ Ext: _____

Cell #: (____) _____

E-mail: _____

How long have you known this person? _____

In what capacity? _____

3) Character Reference

Please check the best way to contact this reference:

Home Phone Work Phone Cell Phone E-mail

Full Name: _____

Home #: (____) _____

Work #: (____) _____ Ext: _____

Cell #: (____) _____

E-mail: _____

How long have you known this person? _____

In what capacity? _____

4) Character Reference

Please check the best way to contact this reference:

Home Phone Work Phone Cell Phone E-mail

Full Name: _____

Home #: (____) _____

Work #: (____) _____ Ext: _____

Cell #: (____) _____

E-mail: _____

How long have you known this person? _____

In what capacity? _____

I, hereby, make this application to Big Brothers Big Sisters of Cambridge as a prospective mentor volunteer and declare all information presented in this application to be accurate and true. I understand that any false information may render this application invalid. I hereby authorize Big Brothers Big Sisters of Cambridge to contact any or all of the references listed herein for the purposes of processing my application to become a volunteer in the Agency's Program. I understand that these references will be contacted in confidence.

I further grant Big Brothers Big Sisters of Cambridge permission to release my name, date of birth, address, agency applied to and notice of acceptance or rejection to Big Brothers Big Sisters of Canada.

I further acknowledge and accept that this application does not guarantee acceptance into the program, and that Big Brothers Big Sisters of Cambridge is under no obligation to assign me as a volunteer in their program, and is not obligated to provide a reason in the case that my application is declined.

Signature: _____ Date: _____