

Enquiry Form for Volunteering at Maison Emmanuel



Last / Surname

First/ Given name

Middle name

Gender

Marital status

Do you have children?

Date of birth

Age (in years)

What is your current address? (information will be sent to this address unless you notify us of a change)

Phone

Cell

Fax

Email

What is your nationality?

What is your main language?

Other languages spoken?

If English and French is not your first language, what is your fluency in these languages?

English

spoken

written

French

spoken

written

**How did you learn about
Maison Emmanuel**

What is your desired term of service?

From:

To:

Please note that priority will be given to applicants who can commit to our desired term of service. While most of our openings are for the middle of August every year, although occasionally positions do become available during the course of the year and applications are welcome at any time.

Education

High School (which grades completed?)

Location

From:

To:

**College / University
(indicate fields of study) & diplomas obtained**

Location

From:

To:

**Vocational / Other training
(name your area of study)**

Location

From:

To:

Communauty work

Have you been active in community service, social action groups, and support for individuals with disabilities or other needs?

Please tell us why you decided to help out or get involved, and what you received in return – what did you learn? Your involvement could include supporting an individual, contributing in your neighbourhood, school, youth group, religious organization, social, professional, land care, volunteer groups etc.

Activity / Organization 1

(describe your responsibilities and provide a contact name / fax / email)

From:

To:

Activity / Organization 2

(describe your responsibilities and provide a contact name / fax / email)

From:

To:

Employment history

Activity / Organization 1

(describe your responsibilities and provide a contact name / fax / email)

From:

To:

Activity / Organization 2

(describe your responsibilities and provide a contact name / fax / email)

From:

To:

Activity / Organization 1

(describe your responsibilities and provide a contact name / fax / email)

From:

To:

Skills and Experiences

Please list skills, experiences and talents that you would bring with you. For instance: people support and care skills, practical skills, administration, technical, homemaking, cooking, land care, musical, artistic, writing, teaching etc.

Skill / Talent /Experience

Motivation and Goals

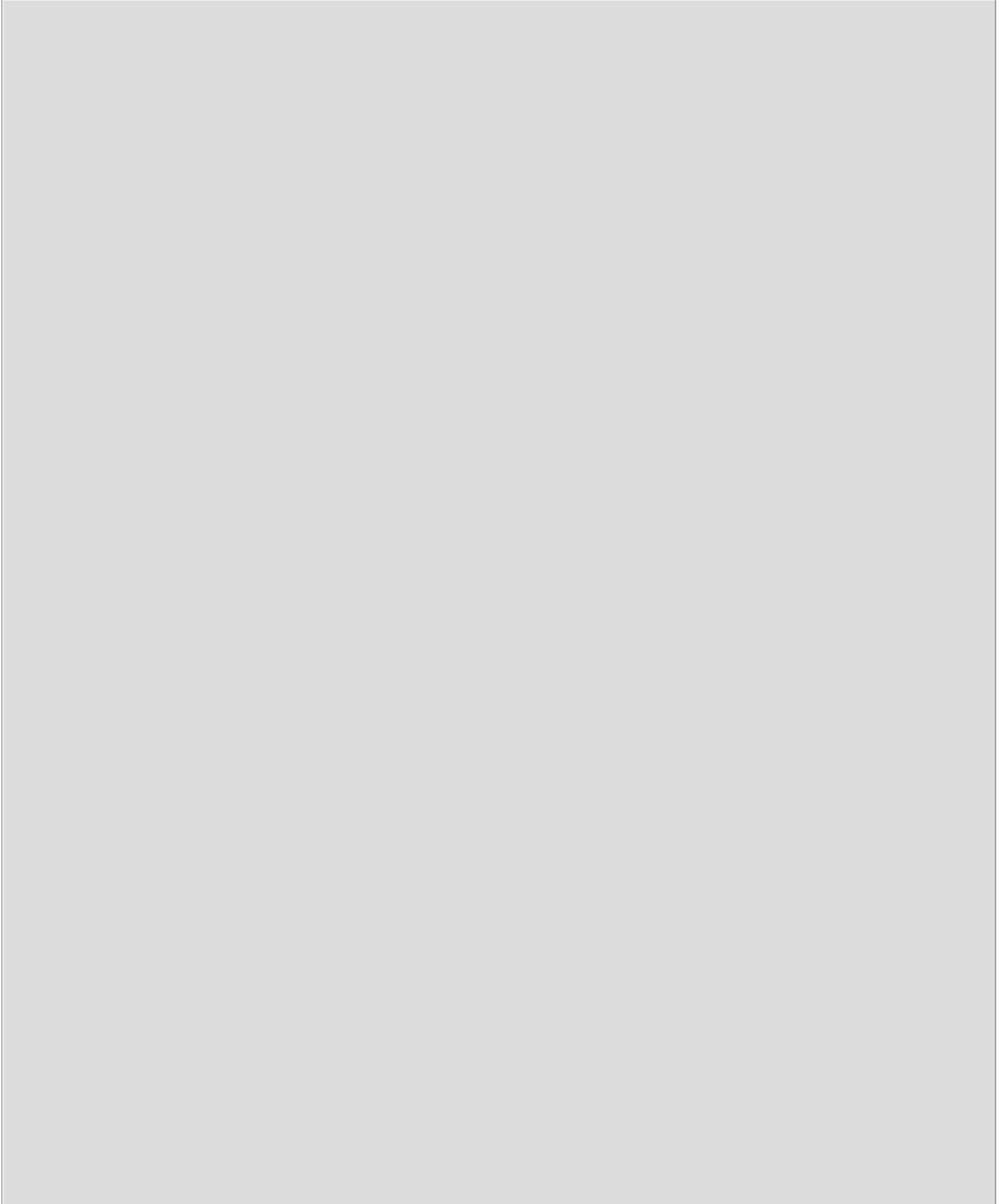
Why do you want to join Maison Emmanuel Community?

What do you hope to gain?

Please describe specific goals that you would like to work toward during your experience at Maison Emmanuel.

Autobiography

Please discuss ways in which your experience and background have influenced your decision to volunteer in Maison Emmanuel. We are interested in reading a chronological account of your life, including references to family background/situation, significant experiences, (for instance, encounters with significant people, community living experiences, illnesses), as well as any other details you consider relevant.



Future / Vocation Studies

What is your current thinking about future vocation or studies?



Famille Members

Please list the name of your children, if any.

First name	Last name	Date of birth	Age

Do you have any dependant not joining Maison Emmanuel at this time

Please list the names of family members also applying to join Maison Emmanuel, if any.

First name	Last name	Date of birth	Age

Financial Obligations

Do you have obligations to pay outstanding or ongoing debts?

 Yes No

Do you have children who rely on you for financial support?

 Yes No

Do you have outstanding loans / financial commitments?

 Yes No

Obtention d'un Visa

This only applies to international applicants.
This information is essential to your application for a visa to live in Canada.

Passport number

Expiration date

Name as it appears on passport

Country of citizenship

Country of birth

City of Birth

Address

Country of legal permanent residence

Position and/or level of training in home country

Références

We will need to receive 3 reference letters from employers or teachers stating your attitude at work, how you are with other people and what kind of work you have done.
Please provide the names, addresses, and contact details of 3 employers or teachers that we may contact.

Refree

Contact details

Refree

Contact details

Refree

Contact details

Pre-Service Agreement

I certify that all statements I have made on this application, or in any attachments provided by me, are true.

Health Documentation

I understand that if I am accepted as a co-worker, I must provide the following materials no later than 4 weeks before my scheduled start date, and that my final acceptance is contingent upon Maison Emmanuel receiving:

1. A medical certificate stating my current health condition
2. A dental certificate stating my current dental condition
3. Evidence of health insurance coverage (a valid health insurance policy/certificate showing comprehensive coverage for the first three months of service)

I also understand that I am solely responsible for any dental work that may be required during the first year of service at Maison Emmanuel.

Benefits

I understand that as a volunteer at Maison Emmanuel, I will be provided with my own room and board in a house community, where I will be living with other community members including people with disabilities whom I will be expected to support. I understand that I will receive pocket money to cover personal expenses. I also understand that Maison Emmanuel does not cover the travel expenses to and from Maison Emmanuel.

Abuse Policy

I understand that Maison Emmanuel offers a safe and open community environment for a vulnerable group of people, and that special precautions must be taken to ensure the safety of the people it supports. I understand that abuse of any kind – violence, harassment, any form of sexual abuse, emotional abuse – is considered a criminal offense and will not be tolerated. I understand that any such behavior will result in immediate suspension/dismissal. I understand that I will be required to participate in orientation, education and training at Maison Emmanuel concerning abuse and abuse prevention.

Criminal Record

I understand that I must obtain and forward to Maison Emmanuel a background check from the police department in my country of residence, when I send my health documents.

Visa

I understand that if I am accepted for a service position, Maison Emmanuel will send me a letter of acceptance with necessary documents to present to the embassy. I understand that I am responsible for making an appointment with the designated Canadian consulate to present the documents to apply for a "voluntary work permit". If my visa application is denied, I understand and accept that Maison Emmanuel is unable to take any further action on my behalf.

Drug and Alcohol Policy

I understand that Maison Emmanuel forbids any co-worker to be under the influence of recreational drugs and alcohol while serving at Maison Emmanuel. I understand that engagement with recreational drugs and alcohol will not be tolerated and may result in immediate suspension/dismissal. I understand that Maison Emmanuel reserves the right to accept or refuse an applicant after careful consideration of the presented documents.

I agree

Reference Letters: Please attach 3 written letters of references from employers or teachers. All references must be written in English or French or have a translation supplied. References should include how you are when you are working, how you are with other people and what kind of work you have done.

Photo: Please attach a recent photo.

References and photo may be sent by email, by fax and the originals sent by mail.