



Cross Town Impact  
**VOLUNTEER APPLICATION**



Thank you for sharing your time and experience with the families we serve at Cross Town Impact. In order to get you “on-site” please carefully step through this application.

**Steps for Volunteer Application:**

- 1) Complete this Application Form (2 Pages)
- 2) Attach your Resume to the Application Form
- 3) Send your Application Form and Resume to Cross Town Impact.
- 4) On all three reference forms fill out your name in the box labelled:  
**“This is a Reference For: (Volunteer Applicant Name)”**
- 5) Distribute all three reference forms
- 6) Provide Cross Town Impact with a **Vulnerable Sector Screening Criminal Reference Check**

When Cross Town Impact has received all of this information you will be contacted for

- 1) A phone interview
- 2) Training and Placement with site Supervisor
- 3) You are on site and the real work begins!

**Please send your application to:**

**By Mail:** Cross Town Impact Volunteers, 71 George Street | Brockville, ON | K6V 3V6

**By Email:** [greg@houldcroft.com](mailto:greg@houldcroft.com)

**Questions?** We are happy to help you through this process – please feel free to email questions to [greg@houldcroft.com](mailto:greg@houldcroft.com)

**To help ensure the safety of those who we serve, please note that volunteers will not be allowed to commence work on-site until this entire application process is complete. Our application process does take time to complete (up to 4 weeks if you are waiting on the Police Check). Please be patient – it is about safety!**

All Volunteers are required to provide Cross Town Impact with a “Vulnerable Sector Screening Police Check”

**IMPORTANT INFORMATION FOR APPLYING AT THE COUNTER OF A POLICE STATION (options 2,3,4)**

- Bring two pieces of ID, one must be a photo identification (eg drivers licence, passport, health card)
- Please call police station first to confirm cost of police check and availability
- Vulnerable Sector Screening Forms must be signed by the Cross Town Impact
- Police station must be attended in person
- When the police check arrives it is the responsibility of the applicant to present it to Cross Town Impact



Please complete and return. Incomplete forms will NOT be accepted.

71 George Street – Brockville, Ontario – K6V3V6

JOB INFORMATION

POSITION	PREFERED LOCATION
<b>VOLUNTEER</b>	<input type="checkbox"/> PRINCE OF WALES PUBLIC SCHOOL <input type="checkbox"/> THOUSAND ISLANDS SECONDARY SCHOOL <input type="checkbox"/> BROCKVILLE COLLEGIATE INSTITUTE <input type="checkbox"/> OTHER _____

PERSONAL INFORMATION

Name			Date of Birth			Email address
First	Middle Initial	Last	Day	Month	Year	
Address					Phone number	
Number	Street	Apt #	City	Postal Code		
School			Church			
Current School (If Relevant)			Grade/Level			Name
						Not involved in a church

EMPLOYMENT HISTORY

DATES (FROM-TO)	EMPLOYER	JOB TITLE

4 REFERENCES

Type	NAME	PHONE	EMAIL ADDRESS
Pastoral			
Employer / Teacher			
Friend			
Friend			

AVAILABILITY

What days and hours are you available? Check program availability.

MON	TUES	WED	THURS	FRI	SAT
Time to	Time to	Time to	Time to	Time to	Time to



ADDITIONAL INFORMATION

Please check all experience/qualifications you possess:

- Child/youth work
- Christian ministry
- Leadership
- Planning
- Working with non-profit organizations
- Arts and crafts
- Community development
- First Aid/CPR
- Social Work
- Camp/club experience
- Musical abilities
- Sports
- OTHER \_\_\_\_\_

Please provide a brief narrative of your faith journey (if applicable):

Describe any previous involvement in working with children/youth:

Describe any experience you might have working with a team:

Describe your strengths/skills/talents that are applicable to the job:

Describe any weaknesses:



# REFERENCE 1

## REFERENCE DETAILS

This is a Reference For: <i>(volunteer applicants name)</i>	
Position applied for: <b>VOLUNTEER</b>	Reference phone number:
Reference name:	Reference title/organization:

*Please note that all information on this form is kept strictly confidential and is not seen by the applicant at any time. Cross Town Impact may contact you for additional information if required.*

The following paragraph is a brief explanation of our programs at XTI and our expectations of the applicants that serve in our communities. Please read the following section carefully as we value your reference.

**Cross Town Impact is a Para-church ministry. Cross Town Impact’s mandate is to “create safe places where children, youth, and their families experience the love of God.” Cross Town Impact works with children ages 5-10 and teens 11 -18 in the town of Brockville through: in school programs, after school programs, summer camps, missions and youth programs. All interns/volunteers are not only tutors and care givers, but are also expected to be mentors and spiritual leaders to the children in their community. We are committed to providing a safe and loving environment for the children, teens and families we have come to love and with whom we have fostered relationships.**

## GENERAL

How well do you know the applicant? <input type="checkbox"/> By name / sight	<input type="checkbox"/> Casually / few personal contacts	<input type="checkbox"/> Fairly well / numerous contacts	<input type="checkbox"/> Personal / very close relationship
In what capacity do you know this applicant?			For how long?
What are the applicants' strengths (minimum of 3)?		What are the applicants' weaknesses (minimum of 3)?	



answer the following questions and rank the characteristics of the applicant.

CHARACTER

How would you describe the applicant's character?						
	Superior	Above Average	Average	Below Average	No basis to assess	Comments
Kindness						
Disciplined						
Integrity						

WORK SKILLS

How would you describe the applicants' work ethic?						
	Superior	Above Average	Average	Below Average	No basis to assess	Comments
Organizational skills						
Time Management						
Takes Initiative						
Integrity in work						
Punctuality						
Dependability						
Co-operative						
Willingness to learn						
Flexibility						
Adaptability						



EMOTIONAL HEALTH

Are you aware of any past history with emotional instability that could impact this applicants' work with a vulnerable population of children, youth or adults? (please describe)

Are you aware of any emotional conditions that could require additional support at the present time?

Table with 7 columns: Superior, Above Average, Average, Below Average, No basis to assess, Comments. Rows include Conflict Management and Anger Management.

PHYSICAL HEALTH

Are you aware of any physical health problems/limitations that would inhibit the applicant from working effectively? (if yes, please describe)

RELATIONSHIPS WITH CHILDREN/YOUTH/MOTHERS

To your knowledge, is this applicant aware of appropriate boundaries when working with children/youth/mothers? Please explain

Table with 7 columns: Superior, Above Average, Average, Below Average, No basis to assess, Comments. Rows include Patient and Gentle.

SPIRITUAL WELLNESS

Table with 7 columns: Superior, Above Average, Average, Below Average, No basis to assess, Comments. Rows include Spiritual maturity, Response to authority, and Moral integrity.



FINAL COMMENTS

Signature of Reference
Date:

**Thank you for your time and consideration in filling out this form.**

**Please return via mail to:**

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**Via email:**

greg@houldcroft.com





## REFERENCE 2

### REFERENCE DETAILS

This is a Reference For: <i>(volunteer applicants name)</i>	
Position applied for: <b>VOLUNTEER</b>	Reference phone number:
Reference name:	Reference title/organization:

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EMOTIONAL HEALTH

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Are you aware of any emotional conditions that could require additional support at the present time?

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PHYSICAL HEALTH

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Patient						
Gentle						

SPIRITUAL WELLNESS

	Superior	Above Average	Average	Below Average	No basis to assess	Comments
Spiritual maturity						
Response to authority						
Moral integrity						



FINAL COMMENTS

Signature of Reference
Date:

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EMOTIONAL HEALTH

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Are you aware of any emotional conditions that could require additional support at the present time?

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Anger Management						

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SPIRITUAL WELLNESS

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Spiritual maturity						
Response to authority						
Moral integrity						



FINAL COMMENTS

Signature of Reference
Date:

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