

VARLEY ART GALLERY

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## Student Volunteer Application Package



Art Gallery

Fall 2010 – Spring 2011

**Please complete the attached application form and submit with:**

- **three complete reference checks**
- **original (stamped and dated) York Regional Police Vulnerable Sector Screening certificate (for more information, visit [www.yrp.ca](http://www.yrp.ca) )**

Volunteer applications will be reviewed and you will be contacted for an in-person interview if you are considered a suitable candidate. Following a successful interview, new volunteers are required to attend a MANDATORY Orientation Session BEFORE beginning their volunteer service with us.

*Applications will be kept on file for a period of 6 months.*

VARLEY

**The Varley Art Gallery Student Volunteers Applications**

|   |             |              |  |
|---|-------------|--------------|--|
| Date:   | ( / / )     | Name:        |  |
| Address :   | Street:     |              |  |
| City:   | Province:   | Postal Code: |  |
| Home Phone : ( )  | Cell: ( )   | Email:       |  |
| Emergency Contact   | Phone : ( ) | Name:        |  |
| School you attend:  |             | Grade/Year:  |  |
| I am interested in volunteering for :   |             |              |  |
| <input type="checkbox"/> Art Instructor's assistant Winter Art Programs   |             |              |  |
| <input type="checkbox"/> Art Instructor's assistant March Break Programs  |             |              |  |
| <input type="checkbox"/> Art Instructor's assistant Spring Art Programs   |             |              |  |
| <input type="checkbox"/> Art Instructor's assistant Summer Camp Programs  |             |              |  |
| <input type="checkbox"/> Art Instructor's assistant Fall Art Programs   |             |              |  |
| <input type="checkbox"/> Art Instructor's assistant Holiday Break Camp  |             |              |  |
| <input type="checkbox"/> Art Instructor's assistant Workshops (Birthday Parties, Holiday Events, etc...)  |             |              |  |
| <input type="checkbox"/> Digital Media Assistant (e.g. photography and/or videography at special events; Facebook Page updates, Twitter updates, Blog updates, website updates) |             |              |  |
| Have you Taken art Classes? In what Areas?  |             |              |  |
| What are some of your interests and skills?   |             |              |  |



**The Varley Art Gallery Student Applications**

|  |         |           |
|--|---------|-----------|
| Other Volunteer Experience? Where?                                     |         |           |
| <input type="checkbox"/>   | YES     |           |
| <input type="checkbox"/>   | NO      |           |
| Job Experience? Where?   |         |           |
| <input type="checkbox"/>   | YES     |           |
| <input type="checkbox"/>   | NO      |           |
| Why would you like to volunteer at the Varley Art Gallery?             |         |           |
| Are you interested in acquiring your volunteer hours?                  | 40 hrs. | 40 + hrs. |
| Have you Worked with children Before? If so, describe your experience. |         |           |
| Additional Comments  |         |           |

Thank you for your interest in the Varley Art Gallery. For more information contact:  
Francesca Amato-Gauci, Development Officer  
Varley Art Gallery, 216 Main Street, Unionville, Ontario, L3R2H1  
Tel: 905.477.9511 ext. 224 Fax: 905.477.6629

# REFERENCE CHECK

Candidates applying for the Town of Markham need to complete the dark shaded areas prior to giving this form and envelope to a reference. Someone you have volunteered for, worked for, or someone who can verify your work ethic that is not a friend or relative may provide references (A teacher or principal might be an option for you).

|   |              |
|---|--------------|
| <b>CANDIDATES NAME:</b>   | <b>DATE:</b> |
| <p>The above-mentioned candidate is applying for a position with The Town of Markham. The applicant has chosen you to be a reference. It will take you approximately 10 minutes to complete this form. Please return this form promptly to the applicant as they have a tight deadline to return the form to The Town of Markham. All questions, unless otherwise indicated, must be answered. Answer the questions by relating them to your relationship with the candidate. <b>THE CANDIDATE WILL NOT SEE THIS COMPLETED FORM – YOUR ANSWERS WILL BE KEPT CONFIDENTIAL.</b></p> |              |

|   |          |
|---|----------|
| <b>POSITION APPLYING FOR: Classroom Monitor at the Varley Art Gallery</b>   |          |
| Name of Position:   | From/To: |
| <p>Provide a brief explanation of the duties you will have and what age group you will be working with:</p> <p><b>Assisting art instructors at the Varley Art Gallery with set-up, clean-up and monitoring the children during class time and break time.</b></p> <hr/> <hr/> |          |

|                                      |
|--------------------------------------|
| <b>NAME OF REFERENCE:</b>            |
| <b>COMPANY OR ORGANIZATION:</b>      |
| <b>NAME AND POSITION:</b>            |
| <b>RELATIONSHIP TO CANDIDATE:</b>    |
| <b>NO. OF YEARS KNOWN CANDIDATE:</b> |
| <b>PHONE NUMBER:</b>                 |

|   |
|---|
| Provide an <b>OVERALL DESCRIPTION OF THE CANDIDATE</b> (how you would describe this individual to others; key attributes) |
| <br><br><br>  |

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Tell us about his/her **teamwork skills**. What attributes does he/she offer to contribute to the success of the team?  *Check box if not applicable and move to next question.*

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Describe what approach the candidate takes in **dealing with customers** (if they don't deal with customers then describe their approach to dealing with fellow staff, neighbours or classmates).

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How would you describe the candidates **communication skills**? Written and verbal. Please provide examples. (**Listening skills**).

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Provide us with an example of something the candidate has done **exceptionally well**?

Is there any reason you know of **why the candidate would not be able** to perform the duties necessary for this position?

Please comment on the candidate's **reliability and dependability**? Did the candidate have a good attendance record? Could you comment on his/her sick time? Were there any problems with absences from work/school?

What do you see as the candidates' **strengths? weaknesses?**

What are their strengths and weaknesses related to the age group they would be working with if they were the chosen candidate.

Would you recommend the candidate for this position as you understand it? Would you rehire the candidate if you had an opportunity to do so? Any **apprehension or concerns? Anything else** you believe we should know about this individual that we haven't asked.

Thank you for taking the time to complete this Reference Check Form.

**IMPORTANT...After placing the completed form in the envelope provided, seal it and hand it promptly to the candidate applying for the position.**