

 <p>PLEASE PRINT</p>	CS- Adult Volunteer Application	Community Service
	<h2>Adult Volunteer Application</h2>	

<b>Contact Information</b>	<b>SECTION 1</b>
Last Name: _____ First Name: _____ Middle Initial: _____ Date of Birth(yy/mm/dd): _____ Phone: _____ Email: _____ Address: _____ City/Town: _____ Postal Code: _____	

<b>Medical Information</b>	<b>SECTION 2</b>
Do you have any special needs, medical information, or requirements that staff should be aware of? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list: _____  Do you require inclusion support for your volunteerism? <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Other Volunteer Information</b>	<b>SECTION 3</b>
1. What is the highest level of education you have completed? <input type="checkbox"/> High School <input type="checkbox"/> College <input type="checkbox"/> University  2. What population do you prefer to volunteer with? <input type="checkbox"/> Children <input type="checkbox"/> Youth <input type="checkbox"/> Adults <input type="checkbox"/> No Preference  3. What is your availability? _____	

<b>Declaration</b>	<b>SECTION 4</b>
1. I agree that in the event of an emergency, the City of St. John's staff will take appropriate action for the above named volunteer: <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. I give permission to use photographs of the above named volunteer, in any professional material (ie. print, website, TV). I fully understand that there will be no compensation paid to the volunteer or parent/guardian of the volunteer in exchange for use of the photograph. As well, the City of St. John's has permission to change the image (ie. cropping or digital manipulation).  
 Yes       No
3. I hereby acknowledge that volunteers with the City of St. John's are entrusted with knowledge and private affairs of participants and their families. I hereby undertake not to divulge any of the knowledge, nor to discuss it at any time with City of St. John's or thereafter. I hereby acknowledge that I fully understand the above and that a breach of this understanding may result in my suspension or dismissal as a volunteer of the City of St. John's.  
 Yes       No
4. I hereby waive and release all rights and claims for damages against the City of St. John's and their employees and agents for all injuries, which may be sustained by myself while volunteering in the program(s) listed above. I understand the content of the program and the risks of personal injury therein.  
 Yes       No
5. I acknowledge that everything declared in this form is true and I understand that if there is any change to the information contained in this application, it is my responsibility to notify the City of St. John's.  
 Yes       No

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 Volunteer Applicant Signature

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 Date
**Privacy Notice****SECTION 5**

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process this application. Questions about the collection and use of the information may be directed to Manager of Community Programs at 576-8020 or email [volunteer@stjohns.ca](mailto:volunteer@stjohns.ca)

Please return completed forms to:  
 Paul Reynolds Community Centre  
 HGR Mews Community Centre

City of St. John's  
 Recreation Division  
 P.O. Box 908  
 St. John's, NL A1C 5M2

For further information:  
 Phone: (709)576-8630  
 Email: [volunteer@stjohns.ca](mailto:volunteer@stjohns.ca)

## Volunteer Application Package



Welcome volunteers,

The City of St. John's would like to welcome you and thank you for your interest in volunteering with us. Included in your Volunteer Application Package you will find the following documents:

1. **City of St. John's, Volunteer Application Form**
2. **RNC Wavier Letter** – Provide this letter when applying to Royal Newfoundland Constabulary Headquarters and there will be no fee for your Code of Conduct and Vulnerable Sector Checks. Without presenting this letter there will be a \$20.00 fee.
3. **RNC Code of Conduct and Vulnerable Sector Check Applications** – Applications can be processed online at [www.rnc.gov.nl.ca](http://www.rnc.gov.nl.ca). Applications will be processed within 15 business days.

It is important that all documents are completed as soon as possible as these documents must be on file before you can begin your volunteer experience with us.

Please return completed forms to:

- Paul Reynolds Community Centre
- H.G.R Mews Community Centre
- Email [volunteer@stjohns.ca](mailto:volunteer@stjohns.ca)
- Mail to: Volunteer Services  
City of St. John's  
PO Box 908  
St. John's, NL A1C 5M2

Your application will then be processed, and you will be contacted regarding volunteer opportunities available. Once again, thank you for offering your time and talent to City of St. John's.

For further information, please feel free to contact [volunteer@stjohns.ca](mailto:volunteer@stjohns.ca)

**Criminal Records Screening Certificate  
Volunteer Waiver of Fees**



Royal Newfoundland Constabulary

Re: Volunteer Waiver of Fees for Criminal Records Screening Certificate

This letter is to indicate that \_\_\_\_\_, D.O.B. \_\_\_\_\_, is applying for a Criminal Records Screening Certificate so he/she can volunteer his/her services with the City of St. John's.

Due to the voluntary nature of this position, the City requests that the fee for the Criminal Records Screening Certificate be waived and that the results of the screening be mailed to:

Volunteer Services  
City of St. John's  
PO Box 908  
St. John's, NL A1C 5M2

Should you have any questions regarding this letter, please do not hesitate to contact Volunteer Services at 576-8630 or email at [volunteer@stjohns.ca](mailto:volunteer@stjohns.ca)

Thanking you in advance for your cooperation.

Sincerely,

Volunteer Services  
City of St. John's



## Royal Newfoundland Constabulary

*Building Safe and Healthy Communities Together*

Newfoundland and Labrador's Provincial Police Service

### **Criminal Record Screening Certificate and Vulnerable Sector Check**

**Both application and payment can be processed online see instructions on process below.**

Effective May 20, 2020, the Royal Newfoundland Constabulary moved to an online process for persons requiring a Criminal Record Screening Certificate and Vulnerable Sector Check. This process allows you to apply without having to attend our facility. All aspects of the process, including verification of your identification and fee payment are handled electronically.

<https://www.rnc.gov.nl.ca/services/>

A Criminal Record Screening Certificate check simply verifies whether or not you have a criminal record.

A vulnerable sector check is a special type of criminal record check required for situations where you will be in a position of trust or authority over children, the elderly, the disabled, or another vulnerable group. A vulnerable sector check involves a name-based search of the national repository of criminal convictions, a search of locally held records at Royal Newfoundland Constabulary and a query of the pardoned sex-offender database. In some cases, you may be required to submit your fingerprints if there is a match based on a combination of your gender and date of birth to a pardoned sex offender record. Applicants with a potential match will be contacted by the Royal Newfoundland Constabulary and asked to attend Royal Newfoundland Constabulary to have their fingerprints taken electronically.

The Process:

**Step 1:** To request a Criminal Record Screening Certificate and Vulnerable Sector, please fill out the following form(s).

- Criminal Record Screening Certificate
- Consent for Criminal Record and Vulnerable Sector Check

**Step 2:** Print off the completed application, sign, and date it.

**Step 3:** Pay your \$20.00 Application Fee. Note: Fees are not required for persons volunteering; you will be required to include a letter from the Volunteer Agency exempting you from the fee.

**Step 4:** Email the following items to your respective jurisdiction.

- Signed and completed Criminal Record Screening Certificate and Vulnerable Sector Form as PDF (Portable Document Format)
- Two valid pieces of identification (one of which must be government issues with photo, name, date of birth and signature)
- Letter of Exemption from Volunteer Agency

NOTE: If there are no concerns or follow up required, your Criminal Record Screening Certificate and Vulnerable Sector Check will be processed within 15 business days and forwarded via Canada Post mail service.

**ST. JOHN'S**

NEWFOUNDLAND AND LABRADOR, CANADA