



# IMMIGRANT & MULTICULTURAL SERVICES SOCIETY

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Prince George, BC V2L 3B3

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## VOLUNTEER APPLICATION FORM

### MISSION STATEMENT

The Immigrant & Multicultural Services Society (IMSS) is a not for profit organization, providing settlement and integration services for the welfare of all immigrants and refugees. It promotes multiculturalism for racial harmony.

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*Thank you for completing this form. All information gathered will be kept confidential and will be used only by IMSS. IMSS adheres to and complies with the provisions under the provincial and territorial Human Rights Acts.*

### GENERAL INFORMATION

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Male  Female

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Do you have a valid driver's licence? Yes \_\_\_ No\_\_\_ Driver's Licence class \_\_\_\_\_

Have you ever been employed by, or volunteered with IMSS? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify where, when and your position or role.

\_\_\_\_\_  
\_\_\_\_\_

List any previous and/or current volunteer activities outside IMSS:

\_\_\_\_\_  
\_\_\_\_\_

How did you hear about IMSS?

\_\_\_\_\_  
\_\_\_\_\_

Are you currently a member of IMSS? \_\_\_\_\_

Are you able to speak any additional languages? \_\_\_\_\_

Read? \_\_\_\_\_

Write? \_\_\_\_\_

Would you be interested in translating for IMSS?

Yes \_\_\_\_\_ No \_\_\_\_\_

What type of volunteer work are you able to provide?

\_\_\_\_\_ Fundraising

\_\_\_\_\_ Translation/Interpretation

\_\_\_\_\_ Membership drive

\_\_\_\_\_ Telephone Research

\_\_\_\_\_ Newsletter preparation

\_\_\_\_\_ Youth programs

\_\_\_\_\_ Office assistance

\_\_\_\_\_ LINC tutoring/assistance

\_\_\_\_\_ Workshop Facilitation

\_\_\_\_\_ Conference/Community Events

\_\_\_\_\_ Women's Program

\_\_\_\_\_ Special Projects

**Please check off your availability:**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mornings							
Afternoons							
Evenings							

**PLEASE NOTE THAT ALL VOLUNTEERS MUST HAVE COMPLETED A CRIMINAL RECORDS CHECK. This can be done free of charge at the local RCMP Detachment.**

**REFERENCES:**

1. Present or former employer/volunteer agency; or
2. Educational institution; or
3. Acquaintance (i.e. teacher, colleague or family friend)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number(s): \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number(s): \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

VOLUNTEER/PRACTICUM STUDENTS  
CODE OF ETHICS DECLARATION:

*As a condition of a volunteer position, all volunteers must accept and agree in writing to the standard code of ethics. I subscribe to the vision and mission of IMSS. To assist IMSS to achieve its goals, I commit to the following:*

1. To not discriminate for reasons of race, religion, ethnicity, place of origin, language, political belief, marital status, sexual orientation, age, socio-economic status, mental or physical disability.
2. To hold in confidence agency administration information relating to board or staff discussions, financial information and personal and work-related matters with regards to colleagues.
3. To protect the confidentiality of sensitive information regarding IMSS members and clients outlined as in principles of the Freedom of Information and Protection of Privacy Act, and to disclose such information only when properly authorized or when legally or professionally obligated to do so.
4. To respect differences of opinion and exercise tact and diplomacy in inter-personal matters.
5. To work cooperatively with IMSS members, board, clients, staff and other volunteers to meet common goals.
6. To disclose to the Executive Director or Acting Executive any potential conflict of interest, of profits or benefits gained through my volunteer position at IMSS.
7. To not use the resources of IMSS for personal or business purposes not directly related to IMSS, without prior approval of the Executive Director or Executive Committee.
8. To formally speak or write on behalf of IMSS, only with the approval of the Executive Director. In all other instances, I shall identify that I am speaking only for myself as an individual.
9. To maintain professional competence in providing the highest quality of service.
10. To treat clients with respect and dignity at all times.
11. To not engage in unacceptable behaviour such as insubordination (eg. Refusing to follow a supervisor's reasonable direction), being under the influence of alcohol or drugs in the workplace, poor performance or attitudinal issues, absenteeism, breach of code of ethics.

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Signature over printed name

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Date