



Carleton
UNIVERSITY



520-4066

Suite 426 Unicentre Building
1125 Colonel By Drive
Ottawa, Ontario
K1S 5B6

footpatrol@cusaonline.com

VOLUNTEER APPLICATION

Dear Applicant:

Thank you for your interest in the Carleton University Foot Patrol service. Foot Patrol is a free service provided by the Carleton University Students' Association that promotes safety, deters crime and offers safewalks to all students, staff, faculty and guests of Carleton University. Foot Patrol gives students the opportunity to take an active role in campus safety and promote safety within the community.

Applications for volunteer positions can be submitted to the Foot Patrol office or CUSA during regular business hours. Each applicant must complete an interview with a Foot Patrol staff member, a criminal background check and reference checks. Each applicant will be asked to show your Carleton University Student Card to verify that you are an active student at Carleton. Each successful applicant must also complete Patroller training prior to your first volunteer shift.

Volunteers are a valuable and integral part of our Foot Patrol program and we need all volunteers to complete their selected shifts so that we can operate regularly. Each volunteer must commit to two shifts per month which are selected by each volunteer. The earlier you sign up for shifts the more likely it is to secure the shift of your choice.

Volunteering at Carleton's Foot Patrol centre is extremely rewarding. You will be contributing to your university, meeting new people, learning about the University and you will also have the chance to participate in some great activities and take home prizes.

Make your university experience your own and join Foot Patrol today.

If you have any questions or concerns, please feel free to contact the Foot Patrol office. We look forward to working with you this year.

Sincerely,

Carleton University Foot Patrol Staff

Carleton University Foot Patrol

Volunteer Application Form

Please answer all questions to the best of your ability. **Incomplete application forms will not be accepted.** Please feel free to stop by the office during our regular hours Monday to Friday, email us at footpatrol@cusaonline.com, or call the office at 520-4066 if you have any questions.

PERSONAL INFORMATION

Student ID #: _____
 Last Name: _____ First Name (use preferred): _____
 Given/Legal First Name: _____ Email (most frequently used): _____
 Home Phone: () _____ Cell Phone (optional): () _____
 Date of Birth: _____ Gender: Male Female
 (dd/mm/yyyy)

School/ Ottawa Address

Permanent Address (if different from school address)

 (address or residence) (Apt/Room) _____

 (City) (Province) (Postal Code) _____

 (City) (Province) (Postal Code)

Drivers License #: _____ Province of Licence: _____
 Faculty: _____ Program: _____
 Current Year: _____

If you are not a student, please state your position at Carleton: _____

Have you ever been convicted of a criminal offence that has not been pardoned? Yes No

Emergency Contacts

Family Emergency Contact: _____ Phone: () _____
 Relation to applicant: _____
 Local Emergency Contact: _____ Phone: () _____
 Relation to applicant: _____

AVAILABILITY

Please indicate which shifts you would be available to work, please indicate "F" for the fall semester and "W" for the winter semester, or "B" for both semesters. You will not be required to work all shifts, but you must complete at least two shifts per month.

Shift Times	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
(A) 6:00 – 9:00 pm							
(B) 7:00 – 10:00 pm							
(C) 8:00pm – 11:00pm							
(D) 9:00pm – 12:00am							
(E) 11:00pm – 2:00am							

Would you like a safe escort at the end of your shift? Yes No Sometimes
 Do you have access to a car to get to and from your shifts? Yes No Sometimes
 Would you be willing to drive your partner (and others) home at the end of your shift? Yes No
 Sometimes

REFERENCES

Please provide the names of two references such as high school teachers, professors, employers, etc.

1. Name: _____ Position/Title: _____

Organization: _____ City/ Province: _____

Home Phone: _____ Work Phone: _____

How do you know this person? _____

How long have you known this person? _____ Email: _____

2. Name: _____ Position/Title: _____

Organization: _____ City/ Province: _____

Home Phone: _____ Work Phone: _____

How do you know this person? _____

How long have you known this person? _____ Email: _____

SHORT ANSWER QUESTIONS

Why are you interested in volunteering with Carleton Foot Patrol?

Please list your work and volunteer experience (job/volunteer title, company/organization, and dates)

As a volunteer, what would make you feel appreciated?

How did you hear about Foot Patrol? (please check all that apply)

- Orientation Kit Orientation Week/ Facil Advertisement/ Poster
- The Charlatan Info Booth CUSA
- RRRR/Residence Referred by a friend: _____ (name and patrol # if applicable)
- Other: _____

By my signature, I certify/authorize that:

1. I have not been convicted of a criminal offence for which I have not received a pardon
2. I have completed this application in good faith and to the best of my knowledge
3. I authorize any inquiries that may be considered relevant to this application, to protect the University community, including police, background, and reference checks
4. I release from liability all persons supplying information related to this application
5. I understand that false, misleading information given by me on this form may result in the rejection of my application or in my dismissal from Carleton Foot Patrol, should I be accepted as a volunteer

Applicant's Signature _____ Date: _____

CRIMINAL RECORDS CHECK

Carleton Foot Patrol strives to provide a safety service everyone can trust. In order to ensure that we are providing a safe service to the community, all applicants must submit to a criminal record check. By signing this form you entitle the Foot Patrol staff (and if deemed appropriate, the manager of the Department of University Safety, and other relevant campus bodies) to access your record. Failure to complete the criminal background check or to provide proper identification will result in immediate rejection of the application.

Please attach a **photocopy of TWO (2) pieces of ID** to your application from the list below. Each piece must be **government issued** and **contain your name and date of birth**. Your photograph must be visible as well as your date of birth. If they are not, you will be asked to resubmit them (NOTE: Student Cards, Social Insurance Cards and Health Cards will not be accepted)

Acceptable ID includes:

- | | | |
|--|--|--|
| <input type="checkbox"/> Driver's Licence | <input type="checkbox"/> Passport | <input type="checkbox"/> Birth Certificate |
| <input type="checkbox"/> Hunting/ Fishing licence | <input type="checkbox"/> Outdoors Card | <input type="checkbox"/> Firearms Possession/Acquisition License |
| <input type="checkbox"/> Age of Majority Card | <input type="checkbox"/> Baptismal Certificate | <input type="checkbox"/> Government/Military Employment Card |
| <input type="checkbox"/> Indian Status Card | <input type="checkbox"/> Hospital Card | <input type="checkbox"/> Canadian Blood Donor Card |
| <input type="checkbox"/> Canadian Citizenship Card | <input type="checkbox"/> Immigration Papers | <input type="checkbox"/> Recreational Boating License |

Thank you for taking the time to complete this application form and for your interest in volunteering with Carleton Foot Patrol. Return completed application forms to the Foot Patrol office or to CUSA (401 Unicentre Building).

Any questions can be directed to Foot Patrol at 520-4066 or footpatrol@cusaonline.com

Office Use Only

Application received on _____

Application Complete Yes No

Staff Signature: _____

If No, what's missing: _____

Call Log:

Date	By (initials)	Reason (interview, application, etc.)	Result (M, MP, SP, NA)

Interview Date _____ Interview Time _____ Interviewer: _____

Applicant Accepted? Yes No If No, reason: _____

Patrol Number Assigned: _____

Training Date: _____ Training Completed (initial): _____
(staff) (patroller)