

N.E.E.D.S. Inc.
Mentorship Volunteer Application Form



Applicant information

Last name		First name			
Address					
City		Province		Postal Code	
Home Number			Cell Number		
E-mail					
Date of Birth <small>(YYYY-MM-DD)</small>		Male		Female	
Languages Spoken					
Country of Origin					

Household Members

Name	Date of Birth <small>(YYYY-MM-DD)</small>	Sex <small>(male/female)</small>	Relation to you

Education

Name of school, college or university	From (date) to (date)	Completed or In-Process	Certificate or Diploma

Special skills, talents or significant accomplishments

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Available Number of Hours (per week)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

Available Months

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec

References (at least 2 professional references: work or education related)

Name & Title	Address	Phone Number	Organization

Date: _____

Signature of Applicant: _____

N.E.E.D.S INC. MENTORS MATCHING INVENTORY

We strive to make the best possible match between the child and the volunteer, it is important for us to know how you feel about potential situations. Please respond to each statement with the answer that **most honestly** reflects your preferences – there are **no right or wrong answers**. Many of these statements are more negatively focused as these are generally areas that must be explored. Youths and their families have **many positive qualities** as well. If you are unsure about how to answer some of these, or it would depend on exactly what the situation is, leave it blank until you can discuss it with or explain it to the Facilitator.

Please indicate your answers as follows:

- A. I would be comfortable being matched with a child:
- B. I would be accepting of a match with a child:
- C. I would be uncomfortable being matched with a child:

- | | |
|---|---|
| <input type="checkbox"/> with poor hygiene | <input type="checkbox"/> whose home is not clean |
| <input type="checkbox"/> who uses bad language | <input type="checkbox"/> who has attendance problems at school |
| <input type="checkbox"/> who has behaviour problems | <input type="checkbox"/> who struggles academically |
| <input type="checkbox"/> who is shy | <input type="checkbox"/> who is withdrawn |
| <input type="checkbox"/> who initiates physical confrontations | <input type="checkbox"/> who has a poor relationship with his/her mother |
| <input type="checkbox"/> has difficulty showing appreciation | <input type="checkbox"/> who is uncomfortable with affection |
| <input type="checkbox"/> whose family has strong religious beliefs | <input type="checkbox"/> whose family is non-religious |
| <input type="checkbox"/> who has a short attention span | <input type="checkbox"/> who is not active |
| <input type="checkbox"/> who has been physically abused | <input type="checkbox"/> who has been emotionally abused |
| <input type="checkbox"/> who has experimented with alcohol | <input type="checkbox"/> who has experimented with drugs |
| <input type="checkbox"/> who smokes cigarettes | <input type="checkbox"/> who comes from an alcoholic family |
| <input type="checkbox"/> whose family has problems of drug addiction | <input type="checkbox"/> whose parent is recovering from an addiction |
| <input type="checkbox"/> who dresses "older" than her/his years | <input type="checkbox"/> who is generally loud |
| <input type="checkbox"/> who lacks confidence in his/herself | <input type="checkbox"/> who has a problem with stealing |
| <input type="checkbox"/> who exaggerates the truth | <input type="checkbox"/> who has a problem with lying |
| <input type="checkbox"/> who is lonely/has no friends | <input type="checkbox"/> who is very talkative |
| <input type="checkbox"/> who can be manipulative | <input type="checkbox"/> who doesn't listen well |
| <input type="checkbox"/> who needs help with appropriate social behaviour | <input type="checkbox"/> who has a poor relationship with her/his guardian(s) |
| <input type="checkbox"/> who has the potential to be defiant | <input type="checkbox"/> who is disrespectful to his/her parent(s) |
| <input type="checkbox"/> whose family is on social assistance | <input type="checkbox"/> in a blended/common-law family |
| <input type="checkbox"/> whose parent is dealing with a mental illness | <input type="checkbox"/> whose parent may be unreliable |
| <input type="checkbox"/> whose parent appears to be indifferent | <input type="checkbox"/> who has been exposed to domestic abuse |
| <input type="checkbox"/> who sees their other parent occasionally | <input type="checkbox"/> who is hyperactive |
| <input type="checkbox"/> who is aggressive | <input type="checkbox"/> who is sexually active |
| <input type="checkbox"/> who runs away from home | <input type="checkbox"/> whose parent is in a dating relationship |
| <input type="checkbox"/> with a learning disability | <input type="checkbox"/> who is overweight |
| <input type="checkbox"/> who is an attention seeker | <input type="checkbox"/> who lacks self-esteem |
| <input type="checkbox"/> who is physically challenged | <input type="checkbox"/> who is unresponsive to activities |
| <input type="checkbox"/> who is involved in frequent conflicts with parent(s) | <input type="checkbox"/> with poor manners |
| <input type="checkbox"/> who is an under-achiever | <input type="checkbox"/> of a different culture/race |
| <input type="checkbox"/> who is struggling socially | <input type="checkbox"/> who is mentally challenged |
| <input type="checkbox"/> who has been sexually abused | <input type="checkbox"/> whose home does not have a phone |
| <input type="checkbox"/> who has been in trouble with the law | <input type="checkbox"/> who behaves in sexually inappropriate ways |

Mentor Code of Conduct

The NEEDS Centre provides quality mentoring relationships with adult volunteers and refugee youth/families who need support in their new community. A relationship with a Mentor can improve the life of a youth/family, and contribute to their emotional well-being.

In the interest of the youth and families we serve, the Needs Centre volunteers commit to improving the life of a child/family by observing the following code of conduct:

- Volunteers agree to conduct themselves in a manner consistent with their position as a positive role model to a youth/family, and as a representative of the NEEDS Centre.
- Volunteers will follow Agency policy and guidelines around the safety of children/youth as outlined in the Agency's Child Safety Program and not engage in any behaviour that may be perceived as being sexual and/or abusive with the child/youth or any member of the child/youth's family.
- Volunteers agree to respect the privacy and dignity of their Mentee and family by not divulging confidential information without consent, except where required by law as in the case of suspected child abuse.
- Volunteers agree to limit their involvement in a youth/family's life to what is deemed appropriate by the Agency. Volunteers are seen as a positive influence, not a dominant factor, in the youth/family's life.
- The adult-youth relationship is based on mutual respect. Volunteers agree to treat the youth/family in a respectful way at all times.
- Volunteers agree to allow their Mentee to develop their friendship at their own pace.
- Volunteers are required to discuss problems, issues, concerns, or changes of circumstances (living situation, change of address, phone number etc.) with the *LINK* Mentorship Facilitator.
- During the formal close of the match at the end of one year, volunteers must be sensitive to the impact this can have on the youth/family, and take the necessary steps to minimize upset to the youth/family. All matches are to be formally closed by the *LINK* Mentorship Facilitator.

Mentor's Signature

Date

Newcomers Employment and Education Development Services (N.E.E.D.S.) Inc.
CODE OF CONFIDENTIALITY AGREEMENT

All volunteers at N.E.E.D.S. Inc. are required to sign a Confidentiality Agreement before starting to work as a volunteer.

CODE

As a volunteer involved with clients, children, participants, staff and students at N.E.E.D.S. Inc.:

1. I will:
Respect clients', participants', staff and students' rights to total privacy concerning the details of their lives such as: family names, addresses, private telephone numbers, fax, email, family background, religion, nationality, workplace, business, income, political affiliation and personal experiences in a war-affected country.
2. I understand:
That while volunteering at N.E.E.D.S. Inc., I will keep confidential all information about activities, participants, children, clients' cases, staff and students. I understand that this agreement continues even if I am no longer connected with N.E.E.D.S. Inc.
3. I am aware that:
I am liable for my actions in the work place or in public places and any breach of this agreement between N.E.E.D.S. Inc. or between clients/students/staff and participants and me will warrant termination of my services.

Volunteer's Name
(Please Print)

Mentorship Program Manager
(Please Print)

Signature

Signature

Date

Date



N.E.E.D.S Centre Inc. Pre-Interview Questionnaire

Do you own or have regular access to a vehicle? _____

Does your vehicle have passenger airbags? _____

If not, what Bus Routes are you on? _____

Is your driver's license and registration valid and up to date? _____

Have you ever been charged with any traffic violations? _____

Do you have a police record now? () Yes () No

If yes, please specify offence and date: _____

What level of education have you achieved?

Last School/University attended

Date

Other Places of Employment (Include Past 5 years & Approx. dates):

Have you ever previously applied at a mentoring agency? If yes, please specify which agency and when.

Are you anticipating any changes in your life in the next year that may impact your match (e.g. marital status, living arrangements, employment, children, etc.)?

Do you foresee a job change? (explain)

What is your work schedule? _____

Do you own firearms? _____ If so, how/where are they stored? _____

Do you have any pets? If so, how many and what kind?

If so, how do your pets relate to children? _____

Do you have asthma, allergies or other chronic health problems?

I acknowledge and certify that the information provided above to be true and correct to the best of my knowledge.

Signature: _____

Date: _____

Criminal Record Check and Child Abuse Registry Check

N.E.E.D.S. Inc. requires volunteers to have a Criminal Record Check and a Child Abuse Registry Check current within one year. You can process your Criminal Record Check in person by going to Winnipeg Police Headquarters (245 Smith St.). Please ensure the “**Vulnerable Sector Search**” on the form is checked and performed. The volunteer is responsible for the cost of the Criminal Record Check. If you prefer, you can also apply online for your Criminal Record Check here where NEEDS is registered as an organization accepting volunteers:

<https://policeinformationcheck.winnipeg.ca/Application/Step1/896f1ec3-7c93-4eff-bb38-a68d00d88f25?Previous=2>

We encourage you to apply for your Child Abuse Registry Check through NEEDS Centre. If applying through NEEDS for the Child Abuse Registry Check, there will be **no** charge to you. Please bring **two pieces of identification** to the office when you apply.

NEEDS Centre | 251A Notre Dame Avenue | Winnipeg MB | R3B 1N8 | Ph: 940-1260 | Fax: 940-1272

