



Sample Volunteer Advisor Application Form

The following form **will** be used when interviewing a potential advisor in any one of the following situations:

- The applicant is not an administrator or someone with teaching certification or a member of the school staff.
- The person's expertise is unknown.
- The person would be advising a higher-risk sport.
- The principal or designate decides to formally interview for other reasons.

Please record pertinent information on this form and keep on file. Interviewers are encouraged to include additional questions, which would be relevant to their school.

Candidate:

Name: _____
Address: _____
Phone: (home): _____
Phone: (work): _____
Email: _____
Health Card Number (optional): _____

School: _____
Principal/Designate: _____
Team in Question: _____
Higher-Risk Sport: Y N

1. Please describe your previous experience in supporting extra-curricular activities. Include number of years you have supported extra-curricular activity, age range of participants and any other details you think are pertinent?

2. Describe current certification(s) and/or qualification(s) you hold which would be relevant to advising?

3. Describe other development sessions/clinics which have helped you learn more about advising extra-curricular activities?



4. What are three primary goals that you are trying to achieve as an advisor?

5. Do you understand/support the principles of the “fair play” philosophy in athletics?

Y N

6. Explain how you would apply these principles to your advisory role?

7. How would you set standards of behaviour for the students you advise?

8. Please list two references associated with previous extra-curricular advisory experience?

Name (not a relative)	Position	Phone Number

This information is collected pursuant to the HWDSB’s role as a service provider as set out in the Education Act. The information is collected for employment and human resource planning purposes and is within the guidelines set out in the Municipal Freedom of Information and Protection of Privacy Act, 1989.

References listed on this form will be contacted for information with respect to your suitability as a volunteer advisor of Hamilton-Wentworth District School Board students.

Signature of Applicant: _____ Date: _____

Signature of Principal/Designate: _____ Date: _____

NOTE: Applicants will be responsible for covering costs associated with producing a criminal reference check.

Office Use Only

References received: Yes No
by signature of Principal/Designate: _____

Criminal record check received: Yes No
by signature of Principal/Designate: _____

Application Accepted Yes No Orientation session completed: Yes No

Signature of Principal/Designate: _____ Date: ____/____/____