

VOLUNTEER APPLICATION

Thank you for your interest in volunteering at Kemptville District Hospital (KDH). Please complete all applicable sections. Submission of an application does not guarantee an interview, acceptance into the KDH Volunteer Program, or a volunteer placement.

1. Applicant Information

Full Name: _____ Preferred Name (if different): _____
Preferred Pronouns: _____ Phone: _____
City/Town: _____ Postal Code: _____
Email: _____

2. Emergency Contact

Name: _____ Relationship to Applicant: _____
Phone: _____

3. Languages & Education

☐ English ☐ French ☐ Other: _____

Are you currently a student? ☐ Yes ☐ No

If yes, please indicate: ☐ High School ☐ College/University ☐ Other: _____

Current school/program (if applicable): _____

High School Applicants

KDH accepts high school volunteer applicants who are considering post-secondary education or a future career in health or healthcare-related fields.

Please briefly describe the health or healthcare-related field(s) you are currently interested in exploring:

4. Interest in Volunteering at KDH

What interests you about volunteering at Kemptville District Hospital, and what are you hoping to gain or contribute through your volunteer experience?

How did you hear about volunteer opportunities at KDH?

☐ KDH website ☐ School ☐ Family/Friend ☐ Current KDH volunteer

☐ KDH staff member ☐ Social media ☐ Other: _____

5. Experience, Skills & Interests

Please tell us about any previous volunteer, work, school, extracurricular, or community experience that may be relevant to volunteering at KDH.

Previous experience is not required.

Please list any skills, education, training, certifications, interests, or other experience you feel may be relevant to a volunteer role:

6. Availability & Commitment

Please indicate the times you are generally available to volunteer. Specific shift times vary by volunteer role and current program needs.

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Morning	☐	☐	☐	☐	☐	☐	☐
Afternoon	☐	☐	☐	☐	☐	☐	☐
Evening	☐	☐	☐	☐	☐	☐	☐

Volunteer shifts are generally scheduled as one 4-hour shift per week.

Are there any specific days, times, scheduling limitations, or upcoming changes to your availability that we should be aware of?

Volunteer Commitment

KDH invests significant time in screening, orientation and training its volunteers. Volunteers are generally expected to make a regular commitment for at least six months. We recognize that individual circumstances, including school schedules, may affect availability, and shorter-term commitments may be considered depending on the applicant, volunteer role and current program needs.

Are you able to make a regular volunteer commitment?

- ☐ Yes, for six months or longer ☐ Yes, but for less than six months
☐ I would like to discuss my availability

If less than six months, available from: _____ To: _____

7. Volunteer Interests & Placement

Most KDH volunteer opportunities are currently within the Emergency Department Greeter program. Other volunteer opportunities are limited and become available based on hospital and program needs. Indicating an area of interest does not guarantee placement in that role.

Please indicate any areas that interest you:

- ☐ Emergency Department Greeter ☐ Main Entrance Greeter ☐ Gift Shop & Coffee Bar
☐ Hand Hygiene / Infection Prevention Support ☐ Meal Companion ☐ Spiritual Care
☐ Special Projects / Other Opportunities ☐ No specific preference - open to available opportunities

Is there anything you would particularly like to do, learn about, or contribute to through your volunteer experience?

8. References

Please identify two people who are not family members and who have agreed to provide a reference for you.

Reference 1

Name: _____

Relationship / Affiliation: _____

Phone: _____

Email: _____

Reference 2

Name: _____

Relationship / Affiliation: _____

Phone: _____

Email: _____

Important: Each referee must complete the KDH Volunteer Reference Form. Reference forms may be submitted directly to KDH by email, mail, or in person. If mailed or dropped off at the hospital, the completed reference form must be in a sealed envelope. Your application will not be reviewed for an interview until your completed application and both references have been received.

9. Parent/Guardian Consent - Applicants Under 18

For applicants under 18 years of age, a parent or legal guardian must provide consent to participate in the KDH Volunteer Program.

Parent/Guardian Name: _____

Date: _____

Signature: _____

10. Applicant Acknowledgement

Please review the following before signing your application.

- ☐ I confirm that I am 16 years of age or older.
- ☐ I understand that submitting an application does not guarantee an interview, acceptance into the KDH Volunteer Program, or placement in a particular volunteer role.
- ☐ I understand that, if selected to proceed with volunteer onboarding, I will be required to complete KDH's onboarding requirements before beginning a volunteer placement. These include a Vulnerable Sector Check (for applicants 18 years of age or older), Occupational Health clearance and required immunization/testing documentation, and mandatory education/training. Volunteers who turn 18 while actively volunteering at KDH will be required to obtain a Vulnerable Sector Check at that time.
- ☐ I understand that, if accepted as a KDH volunteer, I will be required to follow applicable hospital policies, procedures and Volunteer Program expectations, including requirements related to privacy and confidentiality.

By signing below, I confirm that the information provided in this application is true and complete to the best of my knowledge.

Applicant Name: _____

Date: _____

Signature: _____

Submitting Your Application

Please return your completed application to the KDH Volunteer Program by email, mail, or in person:

Email: kdh_volunteer@kdh.on.ca

Mail / In Person (sealed envelope): c/o KDH Volunteer Coordinator, Kemptville District Hospital, 2675 Concession Road, PO Box 2007, Kemptville, Ontario, Canada K0G 1J0

Reference forms submitted by mail or dropped off at the hospital must be in a sealed envelope.

Your application will be reviewed once your completed application and both reference forms have been received.

What Happens Next

Once KDH receives your completed application and both reference forms, your application will be reviewed. Selected applicants will be contacted to arrange an interview.

Following the interview, candidates selected to proceed will be provided with information about the required onboarding process. Completion of the application and interview process does not guarantee a volunteer placement, as opportunities depend on current program needs and available shifts.