



華人警訊服務中心
Chinese Community Policing Centre

Chinese Community Policing Centre
118 Keefer Street, Vancouver, B.C. V6A 1X4
Tel: (604) 688-5030 Fax: (604)688-5070
Email: info@chineseccpc.com
Website: www.chineseccpc.com

Volunteer Application Form

APPLICANT INFORMATION

Name	Last Name (English)		Given Names (English)	
	Last Name (Chinese)		Given Names (Chinese)	
Address				
	Province	Postal Code		Date of birth (YY/MM/DD)
Tel	Home		Cell	
	Work		Email	
Have you ever lived outside of the Lower Mainland?			Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, where and when?				

GENERAL INFORMATION

Current Occupation		Current Employer/School		
Other Volunteer Experience				
Additional Information				

SKILLS / TRAINING (Please check ✓ and provide brief description)

	✓	Description			
First Aid					
CPR					
Hospitality					
Computer					
General Office					
Languages: Indicate degree of proficiency: <ul style="list-style-type: none"> ▪ Expert ▪ Casual ▪ Beginners 		Language	Spoken	Read	Written
Chinese Typewriting					
Other Skills/Training					

AVAILABILITY (Please check ✓)

Available Start Date: _____

	Mon	Tue	Wed	Thu	Fri
9:00 am – 1:00 pm					
1:00 pm – 5:00 pm					

	Sun	Sat
10:00 am – 1:00 pm		
1:00 pm – 4:00 pm		

How did you hear about Chinese Community Policing Centre?

What do you expect to gain from volunteering with us?

AREAS OF INTEREST (Please check ✓ interested areas)

- Front Desk Operation: Telephone intake, Walk-in/Phone in inquiries, Clerical duties, Filing Crime Reports, and Victim Support Services.
- Chinese Typewriting
- Chinatown Watch (Chinatown Foot / Bike Patrol Program)
- Translation: Cantonese Mandarin English Others: _____
- Community Outreach Services (Crime Prevention Education)
- Special events (Information Booth/ Volunteer Fair/ Annual PNE booth, etc)
- Newsletter Creation: Writing/Editing Interviewing Desktop publishing
 Photography
- Weekly Chinese Article Writing (Topics: Crime Prevention and Safety Tips)
- Other areas of interest (Please specify) _____

REFERENCES (THREE references required, but only ONE can be family or friend.)

Name	Occupation / Position	Relationship	Tel

The Chinese Community Policing Centre does not provide feedback on application status.

I hereby attest that the above information is true to the best of my knowledge and I agree to submit my name to a security and record check by the Vancouver Police Department.

Applicant Signature

Date

Place applicant picture here:



CONFIDENTIALITY AFFIRMATION

(Please read the agreement and sign below)

I hereby affirm that in my position as a volunteer with Chinese Community Policing Centre I will be handling confidential information. I will exercise due care with the information I provide to citizens. If I have questions regarding the disclosure of information to the public, I will consult with the Liaison Constable or the Coordinator.

I understand that no document is to be copied and/or removed from the Chinese Community Policing Centre without the permission of the Liaison Constable or the Coordinator.

I will not discuss specific facts and/or personal data concerning victims and witnesses and any other clients I serve with members of the media, private citizens or other victims or witnesses.

I understand that I cannot promise complete confidentiality to any victim or witness to whom I provide service, in that under rules of evidence, I may be subpoenaed to appear in Court and give testimony, and will advise clients of this fact.

I will not discuss my services with any member of the media without prior approval of the Liaison Constable or the Coordinator. If I want to write about my experiences with the Chinese Community Policing Centre, I will seek permission from the Liaison Constable or the Coordinator.

I have read the above "Confidentiality Affirmation" and agree to the above statements.

NAME _____

SIGNATURE _____

DATE _____

EMERGENCY CONTACT

Name	Last Name	First Name	Initial
Relationship to Applicant			
Address			
	Province	Postal Code	
Tel	Home	Work	Cell

OFFICE USE ONLY

Activity	Date Completed	Results	Completed by (Initials)	Notes
Application Received				
Interview #1				
#2				
Reference Checks				
Security Check				
Applicant Notified				
Applicant Start Date				
Other:				