**Volunteer Application Form**

To be a volunteer at Ontario Tech University, the volunteer must meet all of the following criteria, as per the Employment Standards Act *(please check boxes to indicate the criteria have been met)*:

[ ]  The training is similar to that which is given in a vocational school.

[ ]  The training is for the benefit of the research volunteer. The research volunteer receives some benefit from the training, such as new knowledge or skills.

[ ]  The employer derives little, if any, benefit from the activity of the research volunteer while he or she is being trained.

[ ]  The training does not take someone else’s job.

[ ]  The employer is not promising the volunteer a job at the end of the training.

[ ]  The research volunteer has been told that they will not be paid for their time.

Additional information *(this condition is not mandatory)*:

[ ]  The research volunteer is a registered student (e.g. high school, university, college, etc).

**Volunteer Personal Information**

First Name: Last Name:

Date of Birth *(please note: research volunteers must be at least 16 years of age)*:

Address:

Phone number:

Email Address:

Emergency Contact Information

Name: Relationship:

Phone Number:

**Student Status (if applicable)**

Program:

Current Year:

**Note**: Canadian graduate students performing research should follow the CAGS Research Mobility protocol. Non-Canadian graduate students would follow the Visiting Scholars procedures.

Is the volunteer legally entitled to work in Canada? *(This question is required for VISA purposes.)*

 Yes No

**Volunteer Position Details**

Volunteer Supervisor:

Department/Unit:

Research Lab or Centre (if applicable):

Start Date: End Date:

Briefly describe the anticipated learning outcomes of the volunteer:

Please list any training and/or safety requirements needed to work in your lab. Volunteers must have completed this training prior to commencing volunteer activities.

**Approval Signatures**

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Dean [insert name] Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor [insert name] Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer [insert name] Date

Personal information collected on this entire form is collected under the University of Ontario Institute of Technology Act, SO 2002, c 8, Sch O and will be collected, protected, used, disclosed and retained in compliance with Ontario’s Freedom of Information and Protection of Privacy Act, RSO 1990 c F31. This information will be used to administer volunteer programs at the university. Questions regarding the collection and use of personal information may be directed to Ontario Tech’s Chief Privacy Officer at 2000 Simcoe Street North, Oshawa, Ontario L1H 7K4; phone: 905.721.8668 ext. 6705; email: accessandprivacy@ontariotechu.ca