



VOLUNTEER APPLICATION PROCEDURE INSTRUCTIONS

In our desire to maintain the safety and security of our students, all volunteers are required to complete a Volunteer Application Form. Information received is confidential and is being gathered for the purposes of considering your application for a volunteer role with Peoples Christian Academy. Thank you in advance for your partnership and your willingness to contribute your time to help.

Additional Volunteer Application Packages are available from the school offices or can be downloaded from the pca.ca website.

Please follow the steps outlined below when completing and submitting your Volunteer Application:

1. Complete the entire ***Volunteer Application Form***.
2. Forward the ***Volunteer Application Reference Form*** to your references to complete and return to us.
3. Submit your completed Volunteer Application Form with a cheque, payable to ***PCA Inc.***, in the amount of \$26.25 (\$25 + GST) to cover the cost of the Police Records Check. (**Note:** Please make sure to include your email address on your application form as it is needed in order to process your Police Records Check.)
4. Police Records Check procedure:
 - You will receive an email from BackCheck with a link to access, complete and submit the Police Records Check application online.
 - Complete all information including the Identification Verification process which includes questions regarding your general credit history information. This process will not ask for any personal account numbers or monetary values, rather it is verifying information already on your credit history in order to verify that you are indeed the person on the application form. (**Note:** ***Please make sure all information is completed thoroughly as any missing information may delay the processing of your Police Records Check.***)
 - You will be able to share the results of your Police Records Check for other volunteer or employment purposes if needed as this is a complete Criminal Record Check with Vulnerable Sector Screening included.
5. Once your application, reference form, and police records check has been reviewed by the Principal, you will be contacted by the Principal or applicable teacher, to finalize details regarding your volunteer duties.

We look forward to having you participate with us to enhance the students' education. We appreciate your willingness to give freely of your time in support of our PCA programs.

Thank you.