



All applicants must

1. Complete the application form and submit it to the Supervisor of Volunteers with any required paperwork concerning the placement/co-op.
2. The Supervisor of Volunteers will take the application to the appropriate Manager/Supervisors to review.
3. The applicant will be notified by phone call or email if selected for an interview.
4. The applicant will be interviewed by the Supervisor of Volunteers and the program lead (Coordinator or Supervisor)
5. Review of notes from interview (Supervisor of Volunteers with appropriate Manager/Supervisor).
6. The applicant will be notified by phone or email if they have been selected for a placement.
7. The applicant will be notified by email if they have not been selected for a placement.
8. Confirmation of offer for placement/co-op
9. Complete all necessary Club paperwork to initiate placement/co-op with Supervisor of Volunteers.





Student Name:

Program:

School:

Time of Placement:

January to April:

May to August:

September to December:

Proposed start date:

of Days

of week's

of hours required:

Placement Location Requested:

Lindsay:

Peterborough:

Transportation to Placement in Lindsay:

Yes:

No:

Transportation to Placement in Peterborough:

Yes:

No:

Please explain your interest in the Club:

Please attach your goals and course expectations and outcomes for this placement/co-op with a resume.

Laurie Richards
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