



# Big Brothers Big Sisters of Bermuda

*Friendship makes a BIG difference!*

## BIG BROTHER / BIG SISTER APPLICATION FORM

**IMPORTANT:** Please note that you are required to submit 2 passport photo pictures with this application for identification purposes.

Name: \_\_\_\_\_  
First Middle Last

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Best time to be contacted? \_\_\_\_\_ Fax: \_\_\_\_\_

Cellular phone: \_\_\_\_\_ Pager: \_\_\_\_\_ Email: \_\_\_\_\_

Birth Date: dd/mm/yyyy \_\_\_\_\_ Birthplace: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Are you on a work permit? \_\_\_\_\_ If yes, when does it expire? \_\_\_\_\_

Work Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ May we contact you at work? \_\_\_\_\_

Hours: \_\_\_\_\_ How long have you been with current employer? \_\_\_\_\_

Family Status: Single: \_\_\_\_\_ Married: \_\_\_\_\_ Separated: \_\_\_\_\_

Divorced: \_\_\_\_\_ Widowed: \_\_\_\_\_ Remarried: \_\_\_\_\_

Living with someone: \_\_\_\_\_ How long? \_\_\_\_\_

Children: (Names) \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

\_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

\_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Have you discussed your plans to become a volunteer with your spouse? \_\_\_\_\_

What were his/her reactions? \_\_\_\_\_

What changes in family or employment do you anticipate within the next year?

\_\_\_\_\_

\_\_\_\_\_

While Big Brothers and Big Sisters of Bermuda is a multi-faith and multi-racial organization, religious affiliation, racial and geographic factors, as well as personality and interests, are considered in making the appropriate adult / child match. Many of the following questions are therefore designed to satisfy this policy.

Race: \_\_\_\_\_ Religion: \_\_\_\_\_

Name of church affiliation, if any: \_\_\_\_\_

Fill in last year of school completed : Elementary: \_\_\_\_\_ High school: \_\_\_\_\_ College: \_\_\_\_\_

Last educational institution attended : \_\_\_\_\_

Degree /certificate : \_\_\_\_\_ Date: \_\_\_\_\_

Major field of study: \_\_\_\_\_

Serious physical or psychiatric illness in past five years : \_\_\_\_\_

Present state of health: \_\_\_\_\_

Have you been a Big Brother/Sister before? \_\_\_\_\_

If yes, what agency and when? \_\_\_\_\_

Past experience working with children (include youth organizations or clubs): \_\_\_\_\_

What age group are you interested in working with? \_\_\_\_\_

What special characteristics would you prefer in a child? \_\_\_\_\_

How do you spend your leisure time? \_\_\_\_\_

Do you have special skills or hobbies? \_\_\_\_\_

In what sports /activities do you participate? \_\_\_\_\_

What sports /activities interest you as a spectator? \_\_\_\_\_

With what organization(s) are you affiliated? \_\_\_\_\_

Why do you want to be a Big Brother/ Sister? \_\_\_\_\_

How did you hear of us/what prompted you to apply? Friend/Relative \_\_\_\_\_ Newspaper \_\_\_\_\_

Radio/Television \_\_\_\_\_ Brochure \_\_\_\_\_

Other \_\_\_\_\_ (please give details) \_\_\_\_\_

Do you sincerely feel that you can meet our minimum standards of spending at least 3 hours each week with a child? \_\_\_\_\_

Can you commit to remaining in the program for at least one year? \_\_\_\_\_

In what other ways do you feel you could be helpful to our agency? \_\_\_\_\_

Would you object to a police check? Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE:**

Bermuda is a very small, tight knit community and as such, there is considerable interaction amongst its people. This agency must exercise considerable caution in closely screening all applications for Big Brothers and Big Sisters. Therefore, if there is anything that may compromise your application, we would be most appreciative if this information were shared at this time. All information will be held in the strictest confidence.

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**VOLUNTEER POLICY - DISCLAIMER**

I acknowledge and agree that Big Brothers & Big Sisters of Bermuda is not obligated to assign, or actively seek to assign me a Little Brother or Little Sister. I further acknowledge that as part of the agency's matching process additional personal information will be elicited from me by professional personnel of the agency. I understand that my application becomes the property of Big Brothers & Big Sisters of Bermuda and that in the event of denial the reason need not be given.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## REFERENCES

Please list the names and complete addresses of three (3) references that we may contact regarding your reputation and character. One reference must be an employer and the other two must be people who have known you for at least two years and are non-family. Please notify these individuals to expect written or oral contact by this agency. *Thanks for printing clearly.*

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

EXECUTIVE DIRECTOR COMMENTS:



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## CONFIDENTIAL

As a matter of procedure, along with personal references, a police check is required on each Big Brother and Big Sister applicant. As with the other references, all replies are held in the strictest confidence. Should a person have a police record, it does not mean that they cannot be considered for acceptance as a Big Brother/Sister. However, no applicant will be processed without such a check.

### POLICE RELEASE OF INFORMATION

I hereby give permission to the Police Department to release to the Big Brothers and Big Sisters of Bermuda, any information pertaining to, or verification of, criminal convictions against me in the past.

**NOTE:** If you are a work permit holder and have been resident in the island for less than three (3) years you are required to submit a "Police Clearance Certificate" from the country(ies) of previous residence.

Date: \_\_\_\_\_ Print Full Name: \_\_\_\_\_

Maiden name: \_\_\_\_\_ Date of marriage (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Place of birth (city & state if applicable) : \_\_\_\_\_

**Signature:** \_\_\_\_\_

<b>FOR POLICE USE :</b>	
No Convictions: _____	List of criminal convictions:

Signed by Officer: \_\_\_\_\_ Commissioner: \_\_\_\_\_ Date: \_\_\_\_\_

Ground Floor, 12 Wesley Street, Hamilton HM11 / P.O. Box HM3261, Hamilton HMPX, Bermuda  
Tel: (441) 232-2802 / Email: [bbbs@bbbs.bm](mailto:bbbs@bbbs.bm) / [www.bbbs.bm](http://www.bbbs.bm)



# Application for Police Criminal Record Check

Full name (print clearly).....  
Surname Given Names

Maiden / Name at Birth (if applicable).....(Age).....

Date & Country of birth..... (Sex: M/F)  
dd/mm/yyyy Country

Present Address .....

Telephone (Home)..... (Work)..... (Cell).....

E-mail address.....

Address whilst residing in Bermuda (if different from above)  
.....  
.....

Full name and address of recipient (who this letter is to be addressed to).....  
Big Brothers Big Sisters of Bermuda, P.O. Box HM 3261, Hamilton HMPX  
.....

Reference number (if applicable).....

**Reason:**  Self  Immigration  Employment  Status  Residency  Charities  
 US Consulate / Canada ETA  Vulnerable Persons  Real Estate Licence  Other

- I authorize the Bermuda Police Service to disclose details of my previous convictions (if any) to the recipient named above.
- I authorize (print name clearly)..... **Corville Hylton**.....(contact ph #)..... **717-2046**.....to act on my behalf in this matter. **Police Constable 2046**

If in Bermuda, this form is submitted only to:  
**Police Vetting Section / CRO**  
**Dame Lois Browne-Evans Building**  
**58 Court Street, Hamilton**  
**Bermuda**  
**Opening Hours**  
**9:00am – 3:00pm Monday to Friday**

Applicant Signature.....(Date).....

*(Declaration: The above signature confirms that the information on this application is true and accurate to the best of your knowledge and belief, and that you have read and understand the guidance notes)*

## **BIG BROTHERS BIG SISTERS JOB DESCRIPTION**

**TITLE:**

Big Brother or Big Sister

**OBJECTIVE:**

To provide a positive adult role model to a child between the ages of 5 and 15.  
To develop a friendship with this child through simple, sharing activities.

**RESPONSIBILITIES:**

- 1 Develop a one to one relationship with a youth by offering consistency, encouragement, and role modeling.
- 2 Interact with the youth in a variety of simple, sharing activities.
- 3 To fulfill the time and contact requirements of 3 hours, minimum, per week.

**QUALIFICATIONS:**

- 1 21 years of age for the program.
- 2 Settled in employment and residence.
- 3 Be able to be consistent in your contact with Little, and Casemanager.
- 4 Have reliable transportation; must have a valid driver's license and a safe driving record.
- 5 Be able to complete the Big Brothers Big Sisters enrollment process in a timely manner.
- 6 Be able to demonstrate sufficient maturity, stability, judgment and motivation to fulfill the role of a mentor. The following characteristics are important in working with children and families in our program:
  - Openness to values, living standards and lifestyles different from your own.
  - Flexible approach to selecting activities, based on the interests of the child and the goals of the match relationship.
  - Demonstrated ability to be consistent and reliable.
  - A history of healthy interpersonal skills and relationships.
  - Self-awareness, emotional and cognitive maturity appropriate to mentoring.

**TIME/LOCATION:**

Days and times are flexible. Little's home, Big's home, various places in the community.

**LENGTH OF COMMITMENT:**

1 year (minimum); long term recommended.

**PREPARATION AND TRAINING:**

Enrollment process and Training. 2-3 hours

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