

TFI Office Intern Volunteer Application

Dear TFI Volunteer Applicant:

At the Toronto Fashion Incubator, we're always on the look-out for dynamic, enthusiastic and reliable volunteers!

If you're:

- Responsible, friendly, hard working, team oriented and you're fluent in the English language (verbal and written)
- Looking for an amazing opportunity to make fashion industry contacts, gain behind-the-scenes hands-on experience
- Enrolled in a post-secondary institution (Fashion education an asset)
- Have an excellent phone manner and quick, efficient keyboarding skills
- Computer proficient in Word and basic PC software applications

...then send us your **resume with a cover letter** outlining what you're great at and what you'd like to do along with your completed **TFI Volunteer Office Assistant Application** (see attached).

Areas of assistance needed:

General office administration, marketing, data entry, research, filing, copying, telephone reception, greeting visitors and seminar assistance

Next steps:

After we review your resume we'll contact you when an opportunity arises that best matches your skills and time schedule.

We look forward to hearing from you!

Sincerely,

Nina Facciolo
Office Assistant
Toronto Fashion Incubator (TFI)

Professional and School References:

	Name	Phone	Relationship & Title
1.			
2.			
3.			

Please attach your resume and cover letter along with this form (3 pages) and email to:
tfi@fashionincubator.com.

You can also fax to **416-971-6717, Monday – Friday, 9am – 5pm (EST)** or mail to:
Toronto Fashion Incubator
285 Manitoba Drive, Exhibition Place
Toronto, ON M6K 3C3
Attn: Volunteer Applications

Name/ signature

Date

Toronto Fashion Incubator (TFI) Office Intern Volunteer Agreement

Please read each item and check each box to indicate your agreement and acknowledgement:

- While volunteering, I agree to devote my full attention to fulfilling the responsibilities of the position
- I will read any and all volunteer handouts and will conduct myself as per the outlined duties
- I agree to attend my scheduled volunteer shift(s) and related meetings. I understand that if I do not arrive as expected, I will not receive work-study hours.
- If I have any problems, questions or concerns, I will immediately contact my Team Captain or TFI staff.
- I will arrange my own method of transportation to and from my volunteer shift(s)
- I will not leave the premises for any reason before the end of my shift without prior approval from my Team Captain or TFI staff
- I will adhere to the TFI volunteer dress code for the entire shift
- I will not consume any drugs or alcohol while volunteering for the TFI
- I am aware that I will not be paid for my services as a volunteer for the Toronto Fashion Incubator (TFI)
- I agree to comply with TFI's anti-racism and non-discrimination policies
- I will hold TFI harmless from any personal injuries sustained while volunteering
- I will hold TFI harmless from and against any losses sustained to my personal belongings during my shift. The safety of my personal belongings will be my responsibility.
- I understand that my references may be contacted for verification or further information
- I agree to all the terms stated above

Name (printed): _____ Signature: _____

Date: _____

FOR OFFICE USE ONLY

Team Captain Name: _____

Signature: _____

Date: _____