



VOLUNTEER APPLICATION FORM

Full Name: _____ Gender: Male Female

Name you prefer to be known as: _____

Date of Birth: _____ (you must be over 15yrs to volunteer onsite at the Centre)

Address:

Email: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Some services have minimum age requirements. Please complete this section if you are under 18.

Parent or Guardian Name: _____

Parent or guardian's address: _____

Contact Number: _____

I hereby give permission for _____ to work as a volunteer for Whangarei SPCA.

Signature of Parent or Guardian: _____

Emergency Contact Details:

Name of emergency contact: _____ Relationship to Volunteer _____

Address of emergency contact:

Contact details 1) _____ 2) _____

Medical History

Do you currently, or have you in the last 5 years, suffered from any medical, physical or mental condition that could affect your ability to carry out your voluntary duties at the SPCA?

No Yes (provide details)

Are you on any medication that we should be aware of that may impair your ability to work safely?
No Yes (provide details)

Are you pregnant or planning to get pregnant whilst volunteering at the SPCA (this question relates to diseases such as toxoplasmosis that may affect foetuses). No Yes

Whangarei SPCA abides by the provisions of the Privacy Act 1993 in its' dealings with volunteers. Information on this form will not be used in a way that you would not reasonably expect, nor disclosed to a third party without your consent.

Employment Details: Occupation: _____
Current Employment: _____ Length of Service: _____ years
Previous Employment: _____ Length of Service: _____ years

Volunteer History:

Have you ever been a volunteer for the SPCA before? No Yes If yes provide details.

Have you been a volunteer with other agencies before? No Yes If yes provide details

Relevant Experience

Please describe any experience, skills or qualifications that you believe will assist you to be a volunteer with the SPCA. _____

Driving History

Do you own or have access to reliable transportation that would enable you to meet your obligations as a volunteer? No Yes Yes, public transport

Behavioural History

Have you ever been charged with a criminal offence or are you currently awaiting proceedings for any criminal offence? No Yes (provide details)

Have you ever had an animal welfare complaint made against you?
No Yes (provide details)

Declaration

Please list two character referees that aren't a relation to you:

Name: _____ Relationship: _____ Telephone: _____
Name: _____ Relationship: _____ Telephone: _____

I declare that all the information provided in this volunteer application form is accurate.
I understand that if I have provided any false information in this document that my application may be declined or my volunteer contract may be terminated.

Applicant's signature: _____ Date: _____

Volunteer Programme Details

If you are available to be on a regular roster please indicate your preferences from the following five options. **Please rank your preferences using the boxes provided** - #1 being you're most preferred option, #2 your next preferred option, with #3 being least preferred option. Do not mark areas you are not interested in or are unable to work in.

To work in any of the following areas you need to be able to effectively communicate with staff, volunteers and the public. You must be able to follow verbal and written instructions and be able to work unsupervised.

DOG ISOLATION :

To work in this area you need to be over 18 years old and physically fit and strong. This area houses the dogs that are in isolation for 7 days. You need to be comfortable around both small and large dogs of all breeds and preferably have some experience with dog handling. You must be able to follow specific instructions to do with isolation procedures. The main tasks are cleaning, feeding, walking, and assisting with training and socialising of the dogs. Also some general cleaning, eg washing, dishes etc.

TOP DOGS :

To work in this area you need to be over 15 years old and physically fit. The main tasks are cleaning, feeding, socialising and assisting with training of the puppies. To work in this area you need to be able to communicate effectively with members of the public. Also some general cleaning, eg washing, dishes etc.

CATTERY:

To work in this area you need to be over 15 years old. This area houses the cats and kittens that are available for adoption. To work in this area you need to be able to communicate effectively with members of the public. The main tasks are cleaning, feeding, grooming, providing enrichment and socializing the cats. Also may be required to feed and clean the Rabbits in our care.

If you are accepted as a volunteer you will need to attend one of our Orientation evenings before you can commence your volunteer duties. This would be a weekday at 5.30pm. Please indicate if you would be able to attend. Weekday Orientation evening at 5.30

Weekday

To be a weekday volunteer we ask that you can commit to at least one full shift once a week for a minimum of three months.

Please indicate on the table which day would suit you.

	Monday	Tuesday	Wednesday	Thursday	Friday
9am – 12pm					

Weekend

The weekend roster runs on a fortnightly cycle. To be a weekend volunteer we ask that you can commit to at least one rostered full shift every 2 weeks for a minimum of six months.

	Saturday	Sunday
9am – 12.30pm		

These above rostered shifts apply to the 3 areas in the Centre. The other duties are on an as required basis and depend on your availability at the time of the request.

Public Holidays/Special Events/Fundraising

We often are short of volunteers on public holidays and also struggle for volunteers for special events, like our annual adoptathon in February. There are also many other fundraising events throughout the year. If you are interested or are available for either of these please indicate on the line below.

If you are unavailable for regular rostered volunteer work or would like to assist further, please select areas of interest from the following list:

- Letter box drops of flyers
- Off site events (e.g. assisting at pet adoption days)
- Dog walking
- Street day appeal (1 day / year)
- Animal therapy (taking SPCA animals to visit rest homes etc – you need your own vehicle)
- On site housekeeping, (e.g. laundry, sorting donations etc)
- On site outside work (e.g. gardening)
- Collating (mail outs, envelope stuffing etc)

Would you like to be on the Whangarei SPCA mailing list? Yes No

This section is to be completed by the Whangarei SPCA staff

Comments by interviewing person:

- | | | |
|---|---------------------|---|
| <input type="checkbox"/> Application received | accepted / declined | Date: |
| <input type="checkbox"/> Applicant rung | accepted / declined | By Whom: |
| <input type="checkbox"/> Interview time made | Interview date: | Interview time: |
| <input type="checkbox"/> Interview attended | accepted / declined | By Whom: |
| <input type="checkbox"/> Consent for police vetting given | | |
| <input type="checkbox"/> Results from vetting received | accepted / declined | Applicant notified if Declined <input type="checkbox"/> |
| <input type="checkbox"/> Induction training booked | Training date: | |
| <input type="checkbox"/> Training attended | | |
| <input type="checkbox"/> Contract signed | | |
| <input type="checkbox"/> Volunteer placed on database | Date: | |
| <input type="checkbox"/> Volunteer placed on roster | Area: | Shift: |

NOTES: _____
