

VOLUNTEER APPLICATION FORM

Full Name: _____ Gender: Male Female

Name you prefer to be known as: _____

Date of Birth: _____ (you must be over sixteen to volunteer onsite at the shelter)

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 Wellington 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

Wellington 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

Some of our volunteer positions require you to use your own vehicle e.g. collecting donations. If you are able to help out with these offsite jobs please complete the following details.

Driver licence number: _____ Expiry: _____ Class of licence: _____

Does your vehicle hold a current warrant of fitness and registration? Yes No

Vehicle registration#: _____ Reg expiry date: _____ WOF expiry date: _____

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. Do not mark areas you are not interested/able 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.

Dogs:

To work in this area you need to be over 18 years old and physically fit and strong. This area houses the adult dogs the SPCA cares for. You need to be comfortable around both small and large dogs of all breeds and preferably have some experience with dog handling. The main tasks are cleaning, feeding, walking, and assisting with training and socialising of the dogs.

Puppies:

To work in this area you need to be over 16 years old and physically fit. The main tasks are cleaning, feeding, socialising and assisting with training of the puppies.

Cats:

To work in this area you need to be over 16 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.

Clinic

To work in this area you need to be over 16 years old. This area houses the stray cats, rabbits, guinea pigs, birds and rodents. You need to be willing to handle all of these species to work in this area. The main tasks are cleaning, feeding and assisting with observations of the health and behaviour of the animals in this area.

Veterinary area

To work in this area you need to be over 18 years old. This area houses any SPCA animals that are undergoing veterinary care. This volunteer role is a weekend only role. To work in this area you need to have relevant experience (have worked in a vet clinic environment) and or qualifications.

If you are accepted as a volunteer you will need to attend one of our monthly induction sessions before you can commence your volunteer duties. We alternate these each month between a Sunday during the day and a Wednesday in the evening. Please indicate which you would be able to attend, tick both if you are normally free at both of these times and we will enroll you in the closest one. Sunday Wednesday

Availability Roster

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. It should be noted that there are limited spaces in the 12pm to 3pm shift and you will require more animal experience to work during this time.

Please indicate on the table in order of preference the shifts you would be available to volunteer. For example if you can work Monday 8-12 but would prefer to work Wednesday 3-5pm then put a 1 in the Wednesday slot and a 2 in the Monday slot.

	Monday	Tuesday	Wednesday	Thursday	Friday
8am – 12pm					
12pm – 3pm					
3pm – 5pm					

Weekend

The weekend roster runs on a three week cycle. To be a weekend volunteer we ask that you can commit to at least one rostered full shift every three weeks for a minimum of six months. It should be noted that there are limited spaces in the 12pm to 3pm shift and you will require more animal experience to work during this time

	Saturday	Sunday
8am – 12pm		
12pm – 3pm		
3pm – 5pm		

These above rostered shifts apply to the five areas in the shelter described on page three. The other duties are on an as required basis and depend on your availability at the time of the request.

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
- Distribution of found posters (in your area)
- 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)
- Dog squad (Taking a dog out with other volunteers and their dogs to collect donations)
- On site housekeeping, (e.g. laundry, sorting donations etc)
- On site outside work (e.g. gardening)
- Data Entry
- Collating (mail outs, envelope stuffing etc)
- Reception duties (experience required)
- Driving Duties using your own vehicle (collecting donations etc)

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

This section is to be completed by the Wellington 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: _____

**Please send this form back to us either by fax to 04 389 5577 or
by post to Wellington SPCA, 305 Mansfield Street, Newtown, Wellington 6021**