



West Valley Animal Services Volunteer Application

YOUR INFORMATION:

Last Name: _____ First Name: _____ Today's Date: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Drivers License/ID Number: _____ Date of Birth: _____

Would you like to receive text for updates about days we are closed, special events, etc.? **YES NO**

Do you have any allergies? **YES NO** If yes, please explain: _____

Do you have any pets at home? **YES NO** What type? _____

Some tasks performed by volunteers include lifting, bending, or carrying cages or other heavy supplies as well as handling, grooming, or moving large animals. Some volunteer positions require the ability to safely return animals to their appropriate cages/kennels and to read kennel cards. Volunteers must be alert at all times while working around unpredictable and dangerous animals. Is there anything that would prevent you from performing any of the aforementioned tasks? **YES NO**

If yes, please explain: _____

Have you ever been convicted of any violation of the law? **YES NO**

Have you ever worked for West Valley City? **YES NO** If yes, when and where? _____

Are you wanting to volunteer for a class or service credit? **YES NO** If yes, please complete the following:

Number of hours: _____ Required date of completion: _____

Organization requiring hours: _____

EMERGENCY CONTACT:

Name: _____ Phone Number: _____ Relationship: _____

Address: _____ City: _____ State: _____ Zip Code: _____

SCHEDULE: *What days and hours are you wanting to work? We do a max of 6 hours a day, 3 days a week.*

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time						

Please keep in mind we are open Monday-Friday from 9:30am to 6pm. *Closed on Holidays*

VOLUNTEER ACKNOWLEDGMENTS AND WAIVERS

- As a volunteer, I will perform only those assigned tasks that are within my physical capability.
- As a volunteer, I will not use or operate equipment or tools that I am unfamiliar with or have not been trained to use.
- As a volunteer, I will strictly observe all safety rules and use care in performance of my assigned tasks.
- As a volunteer, I will treat everyone with respect, patience, integrity, courtesy and dignity.

As a condition of volunteering, I give West Valley City permission to conduct a thorough background check on me, which may include a review of sex offender's registries, criminal history records, and law enforcement records. I give West Valley City permission to inquire into my educational background, references, licenses and employment/volunteer history. I also give permission to the holder of any such information to release it to West Valley City. I understand that all volunteer positions are conditional upon favorable background information as determined by West Valley City.

I understand that West Valley City is not obligated to provide me with a volunteer placement, I also understand that I am not obligated to accept the position offered. As a volunteer, I agree to be subject to the policies and procedures of West Valley City.

I hold West Valley City harmless of any liability, criminal or civil that may arise as a result of the release of this information about me. I also hold harmless any individual or organization that provides information to West Valley City. I understand that West Valley City will use this information only as part of its verification of my volunteer application.

SOCIAL MEDIA AGREEMENT

The following are guidelines are for staff and volunteers who participate in social media. Social media includes personal blogs and other websites including Facebook, classifieds online or otherwise, Twitter, Instagram, YouTube etc. The following guidelines apply to staff and volunteers posting or commenting on any sites:

1. Follow all applicable West Valley Animal Service policies (attached). For example, you must not share confidential or proprietary information about West Valley Animal Services.
 1. Among the policies most pertinent to this discussion are those concerning confidentiality, government affairs, mutual respect, political activity, computer, e-mail & internet use, photography and video, or release of shelter information to the media.
2. Write in first person. Where your connection to West Valley Animal Services is apparent, make it clear that you are speaking for yourself and not on the behalf of West Valley Animal Services.
3. If you identify your affiliation to West Valley Animal Services, your social media activities should be consistent with WVAS’s high standards of professional conduct.
4. If you communicate on West Valley Animal Services or WVAS -related matters, you must disclose your connection with West Valley Animal Services and your role at the shelter.
5. Be professional, use good judgment and be accurate and honest in your communications; errors, omissions or unprofessional language or behavior reflect poorly on West Valley Animal Services.
6. Respect proprietary information, content and confidentiality when discussing shelter employees, shelter partners and the community. This includes confidential information on the citizens of WVAS, impound specifics, internal policies and procedures.
7. West Valley Animal Services does not endorse people, products, services or organizations. On social media websites where your affiliation to West Valley Animal Services is known, personal recommendations or endorsements should not be given or requested.
8. Unless approved by West Valley Animal Services management, your social media name, handle and URL should not include West Valley Animal Services’ name or logo.

Although every attempt will be made to ensure your safety, animals are, by their nature unpredictable in behavior.

Accordingly, you, as a volunteer agree to the following conditions:

I, _____ hereby agree to hold West Valley City Animal Services, its officers, directors, employees, and other volunteers forever harmless from any and all liability, claims, demands, or causes of action which may arise from performing voluntary animal care and office tasks on a routine basis, and for any injury whatsoever that I may suffer as a result of my volunteer activities with West Valley Animal Services-including, bites, scratches, exposure to communicable illnesses, and exposure to pests contracted from any animal.

I verify that by my signature below that the above information is true to the best of my knowledge and I have read each of the above statements and agree to be bound by them. I understand that failure to comply with these guidelines could result in the termination of my volunteer service at WVAS.

VOLUNTEER APPLICANT SIGNATURE

DATE

If the volunteer is under the age of 18, I am a parent or legal guardian of the volunteer applicant and I agree to allow him/her to be bound by the conditions represented above.

PARENT/GUARDIAN SIGNATURE

DATE

GETTING TO KNOW YOU

Why are you interested in volunteering at an animal shelter? _____

How did you hear about our shelter? _____

Do you have any previous experience working with animals? **YES** **NO** If yes, please explain:

Past volunteer service: _____

Are you interested in helping with off-site adoptions events? **YES** **NO** **MAYBE**- I would like more information.

Are you interested in helping the shelter transport animals to rescue groups? **YES** **NO** **MAYBE**- “ ”

What special skills or hobbies do you have? _____

What is your favorite snack/candy? _____ What is your favorite color? _____

Every volunteer starts off as a general volunteer, once you have completed your general volunteer training checklist you are able to speak with the volunteer coordinator and apply for open volunteer positions. These volunteer positions will have training as well. This is a list of the positions that we have available at the shelter. More information about the positions can be found at the shelter.

- | | |
|-----------------|-----------------------------|
| Lobby Attendant | Donations Manager |
| Feline Friend | Volunteer in animal control |
| Dog Walker | General Volunteer |
| Event Volunteer | Transport Volunteer |

NEXT STEPS:

Check your email, this is often the first mode of contact, so we can send you the information. If no email address is listed, we will contact you by phone.

Depending on how many applications we receive it can take a couple of weeks to get people started, so if you don't hear from us the next day, don't worry.

Be thinking of any questions you have so that we can discuss them while setting up the schedule.

Thank you for your interest in volunteering at our shelter and helping stray animals!

STAFF ONLY:	Date Received: _____	Review Date: _____	APPROVED	DENIED
Contact Type: _____	Date: _____	Start Date: _____	Badge # _____	
Schedule: _____	Notes: _____			
