



## VOLUNTEER APPLICATION FORM

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

Full Name: \_\_\_\_\_ Male  Female

Name you prefer to be known as: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (you must be over 18 to volunteer onsite at the shelter)  
(Special conditions will apply to any person under this age) \*

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

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

Hm Ph: \_\_\_\_\_ Wk Ph: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_

### Emergency Contact Details:

Name of emergency contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address of emergency contact:

\_\_\_\_\_ Phone: \_\_\_\_\_

### 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

Tauranga 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.

**Volunteer History:**

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

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

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**Relevant Experience**

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

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**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)

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

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**\*Special conditions:** If aged 18 years or under then parents consent and details will be required and volunteer duties will be allocated at the discretion of management at the time.

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 two options.

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

### **Dogs and Puppies:**

To work in this area you need to be over **18 years** old and physically fit and strong. This area houses all the adult dogs and puppies 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.

### **Cats and Kittens:**

To work in this area you need to be over 18 years old (See page 2 \*). The cats and kittens are in 4 areas, adoption, nursery, quarantine and sick-bay. Cat volunteers will also be asked to care for rabbits, guinea pigs and any other small animals that happen to be at the shelter.

The main tasks are cleaning, feeding, grooming, providing enrichment and socializing the cats.

## 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. In the 2pm to 4pm shift you will be required to feed all the animals plus some of the regular cleaning duties.

Please circle the days and shifts you would be available to volunteer.

8.30 – 11.30	Mon	Tues	Wed	Thurs	Frid
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2pm – 4pm	Mon	Tues	Wed	Thurs	Frid
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## 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 two weeks** for a minimum of six months. Please circle the days and shifts that you would be available to volunteer.

Saturday                      8.30 – 11.30                      2 – 4

Sunday                      8.30 – 11.30                      1 – 3

These above rostered shifts apply to all 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.

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

- Off site events (e.g. assisting at fund raising events)
- Dog walking
- Annual appeal day
- 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)
- Off site housekeeping, (e.g. laundry, sewing, mending etc)
- On site outside work (e.g. gardening)

**Please send this form back to us either by fax to 07 578 2784, email to [info@taurangaspca.co.nz](mailto:info@taurangaspca.co.nz) or post to Tauranga SPCA, PO Box 2087, Tauranga,**

# VOLUNTEER CONTRACT and HOUSE RULES

**Your manner towards the shelter staff, other volunteers and the general public will be courteous and helpful at all times. Please read the 'House Rules' and sign below that you agree to follow them.**

Examples of behaviour that are not acceptable to the Society, breaches of which could result in a written warning and may lead to dismissal.

1. Failure to follow established organization procedures.
2. Poor time keeping, including arriving late for work or from lunch or tea breaks.
3. Repeated failure to account for work hours.
4. Using abusive language or displaying behaviour while at the work place that may threaten or cause offence to another person.
5. Irresponsible or disruptive behaviour.
6. Unauthorised absence.
7. Smoking inside any building at the Centre.
8. Taking or being under the influence of alcohol or any illegal or immoral substance while on Society premises or performing your role for the Society.
9. Prolonged visits by friends or family who are not otherwise carrying out a role for the Society.
10. Leaving the assigned function or place of work without permission.
11. Failing to respond to guidance or correction and/or repeated failure to perform work to the required standard.
12. Misuse/inappropriate use of Society equipment or vehicles.
13. Repeated breaches of the established dress code without good reason.
14. Misappropriation or inappropriate disposal of the Societies property ie assets, cash, donated goods, surplus food or equipment, without authority from the committee appointed nominee to make such decisions.

As a volunteer the SPCA is asking for a responsible and reliable commitment from you, as our animal shelter is very dependent on your help. If you let us down without warning you let the animals and your team colleagues down. If you become a volunteer you will need to carry out duties punctually and diligently.

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

**This section is to be completed by the Tauranga SPCA staff**

Comments by interviewing person:

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|---|---------------------|---|
| <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"/> 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: \_\_\_\_\_

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