



## Volunteer Application Form

### Information and Instructions

Thank you for your interest in volunteering with New Hope Animal Rescue. We greatly value the work of our volunteers, and we welcome new volunteers throughout the year to help animals in Guelph and the surrounding area. Please read the following instructions carefully to help you complete the volunteer application package.

If you have any questions, please contact us at 519-836-9780.

#### a) Basic Requirements for Volunteers:

- Volunteers must be at least 16 years of age to work alone at the shelter. If under the age of 16 you must have supervision at all times by a parent or guardian.
- Volunteers must be able to work safely around animals.

#### b) Application Instructions:

- Complete the personal profile
- Obtain a letter of reference to be included with your application. The letter of reference can be a personal or professional character reference.
- Identify the areas you would like to volunteer
- Review and sign the confidentiality form

#### c) Next Step:

- Please return the completed application package, with reference letter via email at [newhopeanimalrescueguelph@hotmail.com](mailto:newhopeanimalrescueguelph@hotmail.com)
- Please note, only applicants whose skills and interest areas match the needs of the organization will be contacted for an orientation. This will be done either by phone or email.



## Personal Profile

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Do you have access to a vehicle? \_\_\_\_\_

Age: \_\_\_\_\_

Do you have any health concerns or limitations which might impact on your ability to volunteer at the shelter? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Do you have any allergies which might be a factor in an animal shelter setting? \_\_\_\_\_

\_\_\_\_\_

Have you had pre-exposure to rabies vaccine? (Note: not required to volunteer) \_\_\_\_\_

How long do you intend to volunteer with New Hope Animal Rescue? \_\_\_\_\_

Do you wish to volunteer to fulfill Community Service hours? (High School credit/Court mandated?) Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please indicate the number of hours needed: \_\_\_\_\_

Why are you interested in volunteering at the New Hope Animal Rescue?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Please provide a brief outline of your educational background:

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If you are applying to volunteer with animals, please share a specific experience you have had with an animal in the past that demonstrates you are good at working with animals:

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Do you have pets at home? If so, please list them and the dates of their vaccinations:

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I certify that the above information is true and correct. I understand that any falsification of the above information may be grounds for denial of this application or termination of my volunteer status. I acknowledge that this application remains the property of New Hope Animal Rescue.

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



## Volunteer Opportunities, Experience and Areas of Interest

**Volunteer Opportunities:** (check all that interest you)

- Feline Companion  General Shelter Cleaning
- Canine Companion  Dog Walking  Special Events  Fundraising
- Gardening/Yard Maintenance  Education  Communication (newsletter)
- Fostering infant/injured animals or animals with special needs
- Other \_\_\_\_\_

**Volunteer Experience:** (check all that apply)

### Animals

- Cats  Dogs  Small Animals (i.e.: hamsters)
- Training  Grooming
- Other \_\_\_\_\_

### Skilled Trades

- Electrician  Plumber
- Carpenter  Landscaper
- Other \_\_\_\_\_

### Community Involvement

- Volunteer Work
- Work with Kids or Adults
- Non profit organizations
- Summer Camps, Day Care
- Other \_\_\_\_\_

### Marketing/Fundraising

- Writing  Advertising  Events
- Public Speaking
- Other \_\_\_\_\_



Any other skills/experience you have that you feel would be beneficial to New Hope Animal Rescue

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**Available Days to Volunteer:**

	<u>Morning</u>	<u>Afternoon</u>
Monday	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>
*Sunday	<input type="checkbox"/>	<input type="checkbox"/>

**New Hope Animal Rescue Guidelines**

1. Volunteers are required to attend interviews, orientations and training as the Rescue deems necessary.
2. Volunteers should be polite and helpful at all times. All people and animals are to be treated with respect and courtesy. Volunteers are required to adhere to the rules explained in the training as it pertains to animal handling.
3. Volunteers should maintain confidentiality in regards to the Rescue clients and business. Volunteers do not talk to public figures or media.
4. Volunteers are responsible for keeping track of their hours and logging in daily.
5. For safety reasons, volunteers are required to wear appropriate attire when working with animals. Volunteers are required to wear shoes at all times.
6. Guests of volunteers are not allowed to accompany the volunteer during their shift unless authorized.
7. Volunteers shall agree that New Hope Animal Rescue has the right to release them for unsafe practices, for not following the procedures described in orientations and training sessions or for any behaviour that is inappropriate.
8. Any accident or injury to either a person or animal should be reported to New Hope Animal Rescue immediately by calling 519-836-9780.



**New Hope Animal Rescue Agrees To:**

1. Provide an orientation, training and continuing education as available for the assigned position.
2. Provide extended opportunities, when available, for those Volunteers who are interested and qualified.

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**New Hope Animal Rescue**

**Confidentiality Policy**

I have been made aware of the confidential information concerning animals, donors, personnel and other types of rescue information. Whether or not such confidential information may be available to me in normal performance of my duties, or occasionally and inadvertently, the confidentiality will be respected by me.

I will exercise all reasonable care and caution in protecting printed or written confidential information from casual observation, unauthorized perusal, or other abuse.

I also understand that confidential information which shall be disclosed to me or which may become my knowledge may not be divulged within or outside of New Hope Animal Rescue unless required in the performance of my normal duties, within New Hope Animal Rescue.

I am aware of New Hope Animal Rescue's policy prohibiting the temporary or permanent removal of confidential records from the premises of New Hope Animal Rescue.

I understand that non-compliance with any of the above may result in the termination of my volunteer services within New Hope Animal Rescue.

You can direct any inquiries about our policies through e-mail to [newhopeanimalrescueguelph@hotmail.com](mailto:newhopeanimalrescueguelph@hotmail.com)

I understand that the information obtained will be kept confidential.

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

Name (please print): \_\_\_\_\_

Signature of Parent/Guardian (if applicable): \_\_\_\_\_

Printed Name of Parent/Guardian (if applicable): \_\_\_\_\_