West Valley Animal Services Volunteer Application

YOUR INFORMATION:

Last Name: _____ First Name: _____ Date: _____

Address: _____ City: _____State: ____ Zip Code: _____

Phone Number: _____ Email: _____

Driver's License/ID Number: _____ State: _____ Date of Birth: _____

Would you like to receive a text with shelter updates about closed days, 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 heavy supplies as well as handling, grooming, or moving large animals. Some volunteer positions require the ability to safely return animals to their appropriate 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** If Yes, what? _____

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 explain the following:

Number of Hours: _____ Date required by: _____ Organization: _____

These responses are necessary to conduct a background check.

EMERGENCY CONTACT:

Full Name: _____ Phone Number: _____ Relationship: _____

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

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?☐**NONE** ☐**YES-**Personal Pet ☐ **YES-**Professional/Facility

Are you interested in helping with off-site adoption events?☐**YES** ☐ **NO**☐**MAYBE**

Are you interested in helping the shelter transport animals/items to other facilities/rescue groups?☐**YES**☐**NO**☐**MAYBE**

SCHEDULE: **Please put an X on the day and time slots that you would like to work.**

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am – 10:00am	☐	☐	☐	☐	☐
10:00am -12:00am	☐	☐	☐	☐	☐
12:00pm - 2:00pm	☐	☐	☐	☐	☐
2:00pm – 4:00pm	☐	☐	☐	☐	☐
4:00pm – 6:00pm	☐	☐	☐	☐	☐

SOCIAL MEDIA AGREEMENT

The following 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:

- Follow all applicable West Valley Animal Service (WVCAS) policies. For example, you must not share confidential or proprietary information about WVCAS. 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.
- Write in first person. Where your connection to WVCAS is apparent, make it clear that you are speaking for yourself and not on behalf of West Valley Animal Services. If you identify your affiliation to WVCAS, your social media activities should be consistent with WVCAS's high standards of professional conduct. If you communicate on West Valley Animal Services or WVCAS -related matters, you must disclose your connection with West Valley Animal Services and your role at the shelter.
- Be professional, use good judgment and be accurate and honest in your communications; errors, omissions or unprofessional language or behavior reflects poorly on WVCAS.
- Respect proprietary information, content and confidentiality when discussing shelter employees, shelter partners and the community. This includes confidential information on the citizens of WVCAS, impound specifics, internal policies and procedures.
- WVCAS 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.
- Unless approved by WVCAS management, your social media name, handle and URL should not include West Valley Animal Services' name or logo.

VOLUNTEER CODE OF CONDUCT

- As a volunteer I will perform only those assigned tasks that are within my physical capability and will not undertake any tasks that are beyond my physical capability or ability.
- As a volunteer I will not undertake to operate or use vehicles, equipment or tools that I am unfamiliar with or have not been trained to operate properly and safely and have not received specific authorization to use from my supervisor.
- As a volunteer I will strictly observe all safety rules and use care in the performance of my assigned tasks. As a volunteer I will treat everyone with respect, patience, integrity, courtesy, and dignity.
- While volunteering I will not use profanity, or make humiliating, ridiculing, threatening, or degrading statements. As representatives of the city, volunteers, like staff, are responsible for presenting a good image to Citizens and to our community. Volunteers shall dress appropriately for the conditions and performance of their duties.

VOLUNTEER ACKNOWLEDGEMENT

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 registries, criminal history records, and law enforcement records. I give West Valley City permission to inquire into my educational background, references, licenses, and employment and/or 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 conditioned 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 volunteer position offered. I understand that volunteer positions are charitable contributions to West Valley City without anticipation of compensation of any kind or consideration of future employment. 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. I verify by my signature below that the above information is accurate to the best of my knowledge, and I have read each of the above items and agree to be bound by them. 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:

SIGNATURES REQUIRED

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 Name PRINT	Volunteer Applicant Name SIGNATURE	DATE

- If the volunteer applicant is under the age of eighteen, the signature of a parent or legal guardian must be included. As parent or legal guardian of _____ (applicant name) I agree to allow him/her to be bound by the conditions represented above.

_____	_____	_____
Parent or Guardian Name PRINT	Parent or Guardian Name SIGNATURE	DATE

We limit volunteers to no younger than 16. Here are the **restrictions for 16-year-old** volunteers:

- They may not use power tools, lawn mowers, trimmers, or snowblowers.
- They may not use gas grills with open flames or ovens.
- They may not work with animal medication.
- They may not work in construction, demolition, or repairs.
- They may not use ladders or scaffolding.

STAFF ONLY: Date Received: _____ Review Date: _____

Contact Date: _____ Start Date: _____

Manager/Employee: _____

Schedule: _____

Notes: _____

_____

_____

☐ **APPROVED** ☐ **DENIED**