



West Valley Animal Services Community Service 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: _____

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

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

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

Do you have any previous experience working with animals? **NONE YES**-Personal Pet **YES**-Professional/Facility

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**

Why are you being required to do community service? _____

VIOLATION MUST BE FILLED IN

How many hours are you required to do? _____ When must hours be completed by? _____

Have you been required to complete community service in the past? **YES NO** If yes, please explain why it was required.

EMERGENCY CONTACT:

Full Name: _____ Phone Number: _____ Relationship: _____

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

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 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:

- Follow all applicable West Valley Animal Service (WVAS) policies. For example, you must not share confidential or proprietary information about WVAS. 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 WVAS is apparent, make it clear that you are speaking for yourself and not on the behalf of West Valley Animal Services. If you identify your affiliation to WVAS, your social media activities should be consistent with WVAS's high standards of professional conduct. 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.
- Be professional, use good judgment and be accurate and honest in your communications; errors, omissions or unprofessional language or behavior reflect poorly on WVAS.
- 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.
- WVAS 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 WVAS management, your social media name, handle and URL should not include West Valley Animal Services' name or logo.

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

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:

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

STAFF ONLY: Date Received: _____ - _____ Review Date: _____ APPROVED DENIED

Contact Date: _____ Start Date: _____ Badge #: _____

Schedule: _____ Notes: _____
