



## VOLUNTEER APPLICATION FORM

All prospective volunteers are required to attend an interview by phone and an orientation.  
**Please note also that the majority of our contact with you will be through email.**

I am applying for a volunteer internship placement, I would need accommodations.

(Volunteer internships are a minimum of 4 weeks and 50 hrs per week)

As a volunteer intern what dates are you available? (April 15<sup>th</sup> – Aug 31<sup>st</sup>) \_\_\_\_\_

I am applying as a local volunteer (minimum one 5 hour shift of your choice per week)

Name: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Apt. /Unit#: \_\_\_\_\_

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

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

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

Student: Yes \_\_\_\_\_ No \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

What age group do you belong? 13-15 \_\_\_\_\_ 16-17 \_\_\_\_\_ 18+ \_\_\_\_\_ Do you have a driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

Who is your Emergency Contact?

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

List your references: (not family members)

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Please list all previous or present volunteer experience as well as duties you performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please describe any animal related experiences: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe any other skills, experience, or training that may be useful to your role as Heaven's Wildlife Rescue volunteer (i.e.; computer, fundraising, graphic arts, or organizational skills etc., and attach samples of your work if applicable) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please list any current memberships or board positions you hold or have had in other organizations or animal related groups:

Org name: \_\_\_\_\_ Position \_\_\_\_\_ How long? \_\_\_\_\_

Org name: \_\_\_\_\_ Position \_\_\_\_\_ How long? \_\_\_\_\_

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Do you have any physical or psychological limitations or disabilities that may hinder you from participation in some activities (i.e.; heart condition, back injury, epilepsy, allergies, immune deficiency syndrome, etc.)? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Are you able to commit to a minimum of 4 hours per week, for a minimum of 6 months? YES \_\_\_\_\_ NO \_\_\_\_\_

What are your specific reasons for wanting to volunteer at Heaven's Wildlife Rescue? Tell us why we should take you on as a volunteer? \_\_\_\_\_

Do you have family pets? Yes \_\_\_\_\_ No \_\_\_\_\_ What kind? \_\_\_\_\_

Are your family pets current and up to date on all rabies and other infectious viral disease vaccinations? Yes \_\_\_\_\_ No \_\_\_\_\_

Who is your veterinarian? \_\_\_\_\_ Name of Vet clinic? \_\_\_\_\_

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 **PLEASE SELECT THE VOLUNTEER POSITION(S) YOU ARE APPLYING FOR:**

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Animal Care Assistant Team                | <input type="checkbox"/> Team Leader |
| <input type="checkbox"/> <b>Fundraising and Events Team</b>        | <input type="checkbox"/> Team Leader |
| <input type="checkbox"/> <b>Wildlife Transport and Errand Team</b> | <input type="checkbox"/> Team Leader |
| <input type="checkbox"/> <b>Office Assistant Team</b>              | <input type="checkbox"/> Team Leader |
| <input type="checkbox"/> <b>Enrichment Team</b>                    | <input type="checkbox"/> Team Leader |
| <input type="checkbox"/> Maintenance and/or Construction Team      | <input type="checkbox"/> Team Leader |

**TETANUS VACCINATION:**

Heaven's Wildlife Rescue has a policy that all volunteers be current on their tetanus vaccination. If you have any questions about this vaccination please consult your physician.

**NOTE: The following information must be completed for your application to be considered:**

I have been vaccinated against TETANUS on: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

I understand that it is my responsibility to ensure that I am properly vaccinated at all times when performing my volunteer work for **Heaven's Wildlife Rescue**. I release **Heaven's Wildlife Rescue** from all responsibility for occurrences that may result from my not being vaccinated against Tetanus and I fully understand that whatever decision I make regarding a Tetanus vaccination I do so at my own risk.

Print your name here: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RABIES PRE-EXPOSURE VACCINATION:**

Volunteers who wish to work hands on with rabies vector species must have an adequate rabies antibody titre in the event of accidental exposure. Preference will be given to those who can produce current proof of a sufficient rabies titre. If you have any questions about this vaccination please consult your physician. Note: Some insurance companies pay for this vaccination, others do not, and as these are volunteer positions. Heaven's Wildlife Rescue does not provide rabies pre-exposure prophylaxis vaccine for volunteers. Rabies vector species include bats, skunks, foxes and raccoons. Do you have your Rabies Pre Exposure rabies vaccines? \_\_\_\_\_.

If yes, what year did you receive the Pre Exposure vaccines? \_\_\_\_\_ Can you provide HWR with a copy of your titre? \_\_\_\_\_

## VOLUNTEER APPLICATION FORM CONT'D

## HEAVEN'S WILDLIFE RESCUE - APPLICANT'S AGREEMENT

IN SIGNING THIS APPLICATION, I HEREBY STATE THAT UPON MY ACCEPTANCE AS A VOLUNTEER AT HEAVEN'S WILDLIFE RESCUE, I FULLY UNDERSTAND AND DO AGREE TO THE FOLLOWING:

- ❖ I understand that whereas my volunteer work may involve contact with wild and/or farm/domestic/exotic animals, there is a risk that I may be scratched, bitten, or may come into contact with a diseased animal.
- ❖ I agree and acknowledge that **I will report any bite or scratch, no matter how minor**, to the clinic supervisor, volunteer coordinator or Executive Director **immediately**.
- ❖ I hereby verify and do state that I have never been convicted of cruelty to animals or investigated for any incidents related to cruelty to animals.
- ❖ In consideration for the opportunity to perform any unpaid volunteer work for **Heaven's Wildlife Rescue**, I agree to fully release **Heaven's Wildlife Rescue** and its officers, employees or agents from any and all liability for any damage or injury, whether arising from this contact or a breach thereof or from any act of negligence or gross negligence by **Heaven's Wildlife Rescue**, its officers, employees or agents.
- ❖ I understand that all **Heaven's Wildlife Rescue** information given to me and all information that I may be privy to in the course of my volunteer work is of a confidential nature and protected by privacy legislation (PIPEDA). I agree not to disclose to any individual or group, any information regarding any persons, other volunteers, members of the public, procedures, policies or activities **Heaven's Wildlife Rescue** that may be made known to me during the course of my volunteering.
- ❖ I understand that it is my responsibility to acknowledge and respect all rules, regulations, practices, procedures and policies in the same manner as an employee of **Heaven's Wildlife Rescue** would be required to do.
- ❖ I recognize that as a volunteer it is my responsibility to ensure that appropriate education and training has been supplied to me before I commence my duties in any department.
- ❖ I will take any ideas, constructive comments, suggestions, and criticisms directly to my clinic supervisor, volunteer coordinator or the Executive Director and document them in writing.
- ❖ If communication problems develop between employees, other volunteers and myself, as a volunteer I will report these to my supervisor, volunteer coordinator or the Executive Director as soon as possible.
- ❖ I understand that when I am performing duties for **Heaven's Wildlife Rescue**, I may not bring friends or family members with me or invite them to the centre at any time.
- ❖ I understand that I am working for **Heaven's Wildlife Rescue** as an unpaid volunteer and do not anticipate or expect any paid employment or paid employment offers as a result of my volunteer activity.
- ❖ **Heaven's Wildlife Rescue** has my permission to use any and all photographs taken of me during the course of my duties, to promote **Heaven's Wildlife Rescue** programs or to publicize any event. I understand that all prints, negatives and digital images or any other form of digital imaging become the sole property of **Heaven's Wildlife Rescue** and may be used without payment or prior notification.
- ❖ Applicants under the age of 18 must have their legal guardian(s) sign this application also.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Completed applications Forms can be submitted by:

Email to: [peggy@heavenwildlife.org](mailto:peggy@heavenwildlife.org)

Mail to: Heaven's Wildlife Rescue P.O. Box 119 Oil Springs, On N0N 1P0

**NOTE:** Volunteers will be contacted for interviews when there is a need for volunteers and will be assigned positions according to the needs of the facility matched with the best possible use of the individual's level of skills and knowledge.