***Office use only**
□ Attended Orientation

# VOLUNTEER APPLICATION

Humane Society Waterville Area
100 Webb Road, Waterville, ME 04901
207-873-2430

HUMANE SOCIETY WATERVILLE AREA
www.hswa.org

☐ Active ☐ Inactive

Thank you for your interest in volunteering with the Humane Society Waterville Area! We need assistance many areas including daily operations, pet socialization, pet fostering, and help during our fundraising events. Please select the volunteer activities that most interest you. Upon receipt of your application, we will reach out to you to set up a time for Volunteer Orientation. Specifics about each activity will be discussed at that time. Information on this form will help us find the most appropriate job for you, but we will also provide appropriate training as necessary. *Please print your responses clearly.* Thank you again for your interest in HSWA!

**Please note: Volunteers 13-15 years of age** must be accompanied AT ALL TIMES by a responsible adult and you must include your date of birth on this application.

Date_____

Last Name _____ First Name _____ MI_____

Address _____

City _____ State_____ Zip_____

Home Phone _____ Work Phone_____

Cell Phone _____ Email_____

Age _____ Date of Birth _____

What is the best way to contact you? □ Home phone □ Work phone □ Email □ Mail

## Availability

Help us match your preferences with our current opportunities.Please check all that apply!

□ Both Weekdays and Weekends
□ Available as needed
□ Mornings
□ Prefer a regularschedule
□ Weekends Sat, Sun
□ Afternoons
□ Weekdays M T W T F
□Can be considered on short notice
□ Other: _____

**If interested in a Regular Schedule please completethe following:**

| Availability (circle all time frames available) | | | | Comments about availability: |
|---|---|---|---|---|
| Monday: | 8:30am-11am | 11am-1pm | 1pm-4pm | |
| Tuesday: | 8:30am-11am | 11am-1pm | 1pm-4pm | |
| Wednesday: | 8:30am-11am | 11am-1pm | 1pm-4pm | |
| Thursday: | 8:30am-11am | 11am-1pm | 1pm-4pm | |
| Friday: | 8:30am-11am | 11am-1pm | 1pm-4pm | |
| Saturday: | 8:30am-11am | 11am-1pm | 1pm-4pm | |
| Sunday: | 8:30am-11am | 11am-1pm | 1pm-4pm | |

**HSWA Volunteers:**

How did you hear about the volunteer program at the Humane Society Waterville Area?

_____

**Please circle the Volunteer Opportunities you wouldlike to participate in:**

□ Direct Animal Care and Cleaning
□ Foster Parent
□ General Maintenance
□ Cat Socializing
□ Animal Transport
□ Special Events Volunteer
□ Dog Walker
□ Office/Clerical
□ Data Entry
□ Housekeeping/Laundry
□ Donation/Supplies Organizer
□ PR/Fundraising Committee

**List any other areas of interest not listed above:**

_____

**Personal (Experience, Skills, Interests)**

□ Volunteer work experience
□ Customer Service experience
□ Experience working with animals
□ Formal education/training working with animals
□ Computer/office/clerical/data entry experience

**Please list any details or other experience/skills you would like to share with us.**

_____

**Community Service, Vocational Rehabilitation, Aspire,etc. (If Applicable)**

*If you need Community Service hours for high schoolor college graduation*, please state how many hours you need to complete and graduation/due date: _____

*If you were referred to HSWA for court-ordered Community Service* or to receive leniency from the courts, a Community Service application will need to be obtained by the Volunteer Coordinator. You will need to be 18 years of age and older to participate in the community service program.

*If you will be volunteering with a Vocational Counseloror Case Manager*, he or she must fill out and submitan application before your application can be approved. Please provide the Vocational Counseloror Case Manager's information to assist with matchingup the applications:

_____

First Name Last Name Phone # Company Name

**NOTE:** Each counselor or case manager who will be working with you will need to complete a volunteer application and participate in the orientation and training with you.

Have you ever been convicted of a crime? □ Yes □ No
Have you ever been tried for a felony crime? □ Yes □ No
Have you ever been arrested? □ Yes □ No
If yes, please explain: _____

## Emergency Information

Do you have health insurance? □ Yes □ No

Company _____ Policy#_____

In case of an emergency, please notify:

_____

First Name Last Name Relationship Phone #

_____

Address City State Zip

Please list any allergies: _____

Are there any medical, physical or other limitations on the types of volunteer work you can perform? □ Yes □ No

If yes, please explain: _____

**Volunteer Contract**

*I have completed this application and answered allinformation honestly and accurately. I give permissionto the Humane Society Waterville Area to verify any information given on this volunteer application.*

**I understand that HSWA reserves the right to conductbackground checks on any applicant applying for avolunteer position at HSWA.**

*In the event of an emergency, I hereby give permission to the physician selected by HSWA to hospitalize,secure proper treatment, and order injections and/or anesthesia and/or surgery for me.*

*I hereby agree that the HSWA shall not be held responsible for any injury, accident, or sickness which may occur to me in connection with the volunteer program.*

**Confidentiality:** *It is expected that Humane Society Waterville Area volunteers will not breach any private or confidential information outside of HSWA concerning the animals, abuse cases, customer information, business decisions, and policies of the organization. I agree to comply with the Humane Society Waterville Area.*

_____ _____

Volunteer Signature Date

_____ _____

Parent/Guardian Signature (required if under 18) Date