



Volunteer Application

Thank you so much for your interest in volunteering at Animal Services. We are always looking for dedicated, hard-working, caring volunteers and look forward to having you on our team. Please bring your completed application to the volunteer orientation. (We cannot accept applications prior to an orientation.) **All portions of the application and background check need to be filled out for each applicant, minors included.**

A list of volunteer orientations is posted at <http://www.jointanimalservices.org/orientation.htm>. **Reservations are required.** If you cannot attend one of the sessions listed, please check back later in the month to find out the date and time of the next month's session(s). Children under 14 must be accompanied by their adult volunteer partners at all times.

After you attend the orientation and your background check has cleared (approximately a 2-3 week process), I will contact you to schedule a time for your first volunteer shift. This session will give you an opportunity for hands-on training.

If you need to fulfill community service hours for school or the courts, you will need to talk to the Volunteer Coordinator before you begin volunteering. **We cannot sign off on any hours unless we have made arrangements in advance.** A list of the requirements for school and court-ordered community service volunteers can be found at <http://jointanimalservices.org/volunteer.htm>.

If you have any questions about volunteering or the application process, you can reach me at 360-352-2510, ext. 1009 or volunteer@jointanimalservices.org. Once again, thank you for your interest!

Sincerely,
Chandra Mincher
Education and Volunteer Coordinator

Essential Volunteer Requirements: Animal Care

In addition to the basic adoption area duties for dogs and cats, the following is meant to point out the essential physical, mental and emotional requirements for volunteering.

Essential Physical Requirements:

- Ability to close/open cage door while handling animal.
- If walking dogs outdoors, the ability to walk unaided on unpaved, uneven, rugged and sometimes muddy and slippery nature trail and lawn areas.
- Ability to bend and squat in order to leash/harness and pick up animal.
- Ability to stand for significant periods of time while walking dogs, assisting the public with visits or cleaning cages/kennels.
- Ability to speak and effectively communicate with the public.

- Ability to maneuver well in tight spaces and react and move quickly in order to prevent dogs or cats from escaping (example: ability to quickly pursue and retrieve any cats or dogs who have escaped from a kennel).
- Ability to handle and restrain animals with extreme caution and care.
- Must not have strong allergies to animals or to chemicals used in grooming or cleaning that can't be managed by medication.
- Ability to deal with strong and unpleasant odors, fleas and possible injuries to animals in our care.
- Ability to cope with a very loud environment due to animal noises.
- Ability to judge an animal's reaction and to change voice and body language to fit the situation.
- Possess immune system strong enough to tolerate potential exposure to zoonotic diseases.

Essential Mental Requirements:

- Ability to understand, remember and follow instructions and procedures.
- High level reading, writing, spelling and communication skills (example: understand words such as quarantine, euthanize and other common industry related terms).
- Possess problem solving capability.
- Ability to observe and evaluate response to handling for "matchmaking" purposes, as well as health and behavioral problems that are revealed during socialization.
- Must be aware of potentially dangerous situations when working with the animals, must be able to remain calm with animals who are upset; behave sensitively and confidently; show good judgment and act appropriately in these situations.

Essential Emotional Requirements:

- Ability to cope with unexpected animal behavior without assistance.
- Ability to cope with a highly emotionally-charged environment with some animals that are homeless, abandoned and/or abused, as well as the reality that some of the animals in our care may be euthanized.
- Ability to understand Animal Services' policies and positions regarding companion animals, wildlife, spay/neuter and other key animal welfare issues and an ability and willingness to appropriately and accurately represent those policies when interacting with the public as a representative of Animal Services.

Level of supervision:

- Once trained, must be able to work with minimal supervision; yet, must recognize limitations in knowledge and abilities and ask for help when needed.
- Should be able to work independently for long periods of time, as well as work within a group atmosphere with other volunteers or staff.

Other:

- All animal care positions involve some cleaning, and can involve the use of hazardous chemicals with toxins.

Please fill out the following application pages and bring the completed application to your scheduled orientation.



CITY OF LACEY
420 College St SE * P.O. Box 3400
Lacey, WA 98509-3400

Application for Volunteer Service

First Name _____ **Last Name** _____ **Date** _____

Address _____ **City/State/Zip** _____

Day Phone _____ **Eve Phone** _____

Emergency Contact _____ **Phone** _____

Email _____

Please check which area of volunteer work you are applying for:

- | | | |
|--|---|---|
| <input type="checkbox"/> Animal Services | <input type="checkbox"/> Parks and Recreation | <input type="checkbox"/> Community Service Work |
| <input type="checkbox"/> Intern | <input type="checkbox"/> L&I Vocational Rehab | <input type="checkbox"/> Community Youth Worker |

What position are you applying for? _____

When are you available to start? _____

Please indicate times you will be able to volunteer

Comments:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

Please Answer the following:

- Are you over 18 years of age? _____ If no, this form will require a parent/guardian signature.
- What types of work interest you? _____
- What special training do you have? (Business, Professional, Arts & Crafts, Drama, etc.) _____

- What activities have you done? (Clubs, Previous Volunteer Work, etc.) _____

- What do you feel you would offer the program? _____

- Are you pursuing mandated service hours for school or for the courts? _____
 If yes, what school or court assigned you the hours? _____
 How many hours? _____ What date are they due? _____

REFERENCES

Please provide name and telephone numbers of three (3) non-family references.

- | | | |
|----|------------|-----------------|
| 1) | Name _____ | Telephone _____ |
| 2) | Name _____ | Telephone _____ |
| 3) | Name _____ | Telephone _____ |

EDUCATION

	Name/Location of School	Dates Attended	Major	Diploma/Degree
High School				
College/University				
College/University				
Other Training				

PREVIOUS WORK / VOLUNTEER EXPERIENCE

Employer	Position Held	Dates worked	Supervisor	Reason Left

For applicants ages 13 and under:

- Please note that the City of Lacey does not provide medical insurance coverage for volunteers ages 13 and under should they incur injury to themselves.

For applicants ages 18 and under:

Parent/Guardian whom can be reached during the day:

Name _____
 Relationship _____
 Day Phone _____
 Home Phone _____

If Parent/Guardian cannot be reached, contact person:

Name _____
 Relationship _____
 Day Phone _____
 Home Phone _____

I hereby certify that the facts set forth in this Application for Volunteer work are true and complete to the best of my knowledge. I understand that if I am accepted, falsified statements on this application shall be considered sufficient cause for dismissal. I hereby authorize the City to conduct a thorough background investigation of my prior educational and work history, and to verify information contained in this application as it relates to the position for which I am being considered.

Signature _____

Date _____

Parent/Guardian Signature for applicants under 18: _____



**RELEASE FOR BACKGROUND/CRIMINAL
INVESTIGATION**

I authorize the investigation of all matters which the City of Lacey deems relevant to my qualifications for employment, including all statements made in my application for employment and in any documents and supporting attachments. I authorize the City to request and receive such information, including a check for criminal convictions, and I release from liability any persons (such as former supervisors) or employers supplying it. I also release the City from all liability, which might result from making the investigation.

Last Name First Name Middle Name Former Name(s)

Date of Birth

Social Security Number

Driver's License Number

State

Expiration Date

CRIMINAL CONVICTIONS: Conviction of a crime is not an automatic bar to employment. The City will investigate only criminal convictions that relate to your fitness to perform the job for which you are applying. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence, and the nature of the job for which you have applied will be considered.

Have you been convicted of a crime or released from prison within the last ten (10) years?

Yes () No ()

If yes, please explain: _____

If position applied for involves driving, have you ever been convicted, pleaded nolo contendere, or paid a fine for any traffic violations in the past three (3) years?

Yes () No ()

If yes, please explain: _____

I have read and understand the above statements and do hereby certify, that my responses to the questions are true and correct to the best of my knowledge.

Signature _____ Date _____

Witness _____ Date _____

**The above information will remain confidential and separate from your application.
You may request the results of your background investigation by contacting the Human Resources
Department at (360) 491-3214.**



834 DISCLOSURE STATEMENT

If the position for which you have applied may have unsupervised access to children or to developmentally disabled persons, pursuant to RCW 43.43.834, you are requested to provide the following information:

QUESTION: Have you ever been found by any criminal or civil court, or any disciplinary board final decision or in any final decision of the Director of the Department of Licensing to have sexually assaulted, abused or exploited any minor or have physically abused any minor?

Yes ()

No ()

If your answer to this question is yes, please provide below the details of the conviction or decision, the date of conviction or decision, and the court, board or department in which you were convicted or the decision that was made:

I, the undersigned, understand all statements I make in response to this question are subject to investigation and verification prior to appointment. I further understand the City may make an inquiry to the Washington State Patrol or an equivalent law enforcement agency in order to verify any record for convictions of offenses, adjudications of child abuse in a civil action or disciplinary board final decision.

I, do hereby certify, under penalty of perjury, that my responses to this question are true and correct to the best of my knowledge.

Name (*please print*)

Signature

Date

The above information will remain confidential and separate from your application.

EQUAL EMPLOYMENT OPPORTUNITY

To monitor the effectiveness of the City's recruitment efforts to provide Equal Employment Opportunities to its applicants, the City of Lacey requests your **voluntary** cooperation by indicating:

1. **Race or Ethnic Origin (please select the category that best describes your race/ethnicity):**

- | | |
|--|--|
| <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian or other Pacific Islander |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> White/Non Hispanic |
| <input type="checkbox"/> Hispanic or Latino | |
| <input type="checkbox"/> Native American or Native Alaskan | |
| <input type="checkbox"/> Other _____ | |

2. **Gender:**

- Female
 Male

3. **Veteran:** Yes No

Dates of Service: _____
Branch of Military: _____

4. **How did you first hear of this opening?**

City of Lacey:

- Web Page Jobline Job Interest Card

Website:

- | | | |
|--|--|--|
| <input type="checkbox"/> Worksource | <input type="checkbox"/> CareerBuilder.com | <input type="checkbox"/> Monster/MonsterTRAK |
| <input type="checkbox"/> Experience | <input type="checkbox"/> Nacelink | <input type="checkbox"/> Craigslist |
| <input type="checkbox"/> School/College Website: _____ | | |
| <input type="checkbox"/> AWC/Association of Washington Cities: _____ | | |
| <input type="checkbox"/> Other/Please list: _____ | | |

Newspaper/Publication:

- | | | |
|--------------------------------------|---|--|
| <input type="checkbox"/> Olympian | <input type="checkbox"/> Tacoma Tribune | <input type="checkbox"/> The Chronicle |
| <input type="checkbox"/> Daily World | <input type="checkbox"/> Seattle Times | <input type="checkbox"/> Other _____ |

Other:

- Bulletin Board/Job Book: Location: _____
- Friend / Relative: _____
- Other: Explain: _____

5. **Position applied for:** _____

**The above information will remain confidential and separate from your application.
This information will be used for statistical purposes.**

**Not completing this form will in no way adversely affect your opportunity
for employment with the City of Lacey.**