



Dear Prospective Volunteer,

Vaughan Animal Services would like to take this opportunity to thank you for your interest in our volunteer program. Please note we currently have three volunteer programs to choose from;

Our **Junior Volunteer Program (JVP)** for individuals interested in assisting around the shelter that are between the ages of 16 and 17. Our JVP members will assist with Cat socializing but, unfortunately this program does not allow our youth to work with the dogs. JV's will be helpful with socializing the shelters adoptable cats. This program allows our youth's to get involved at an early stage in life. Some may be interested in working in the animal welfare field and are looking to gain experience. Volunteers must commit to a scheduled 1 hour shift, once a week.

Our **Adult Volunteer Program (AVP)** is for individuals interested in assisting at the shelter that are 18 years of age or older. These volunteers will have direct contact with the cats or the dogs based on the applicants interest. AV's will socialize adoptable cats and walk adoptable dogs. Some may be interested in getting a feel for the animal welfare field, applying to graduate schools involving animal related studies or simply looking to full-fill some spare time by helping the animals. Our AVP does not allow volunteers to clean cages in the shelter. Volunteers must commit to a scheduled 1 hour shift, once a week

Please take a moment to fill out the attached application form and deliver it to the shelter. Again, we would like to thank you in advance for your interest. You will be contacted by the program coordinator to arrange an interview. Acceptance in any volunteer program will be determined after the interview and orientation session(s) associated with each individual program interest.

Please note that all volunteer applications take a minimum of 4-6 weeks to be processed. We appreciate your interest and patience during this time. We do process our applications on a first come, first serve basis.

***Please be advised that all volunteer applications must be accompanied by a Police Criminal Records Check in order to be considered. You may find the form and instructions at the following link:**

<https://www.yrp.ca/en/services/criminal-records-check.asp> *

Thank You,

Vaughan Animal Services
70 Tigi Court Vaughan, ON L4K 5E4
Phone: (905) 832-2281
animal.services@vaughan.ca



Vaughan Animal Services Volunteer Application

When applying to the Animal Services Volunteer Program, all applicants must adhere to the following guidelines:

- Must provide a Police Criminal Records Check
- Must abide by all City Policies and By-Laws
- Take part in a mandatory Orientation, directed by the Program Coordinator at the Animal Services Shelter
- Take Part in a mandatory Orientation, directed by the City of Vaughan's HR Department
- Commit to a scheduled 1 hour shift once per week

****Please Note: Successful applicants under the age of 18 must be accompanied by a parent/guardian****

APPLICANT INFORMATION

First & Last Name:	Birthdate:
Address:	
City:	Postal Code:
Home Phone:	Cell Phone:
Email Address:	
Please list any allergies:	

EMERGENCY CONTACT INFORMATION:

Relationship to Applicant:	
First & Last Name:	
Address:	
City:	Postal Code:
Home Phone:	Cell Phone:
Email Address:	

Which volunteer program are you applying to? (Please Check One)

- Junior Volunteer (Ages 16-17) Adult Volunteer (18+)

When are you available to start: Day: _____ Month: _____ Year: _____

Do you have a current First Aid / CPR Certificate? Yes No

If so, date of expiry: _____

Education / Certificates: _____

What type of volunteer work interests you? (Please check all that apply)

- Dog Walking (must be 18+) Cat Socialization (must be 16+)



Please tell us about your animal-related background (education, work, volunteer opportunities, skills/hobbies etc.) _____

Do you currently have any pets? If yes, please tell us about them.

Breed	Sex	Spayed / Neutered	Age	Do you still have the animal? If no, please explain
	M / F	Y / N		
	M / F	Y / N		
	M / F	Y / N		
	M / F	Y / N		
	M / F	Y / N		

Please note days and times you are available to volunteer. Check all that apply.

Dog Walkers: Monday Tuesday Wednesday Thursday Friday Saturday
 9am-10am 10am-11am 2pm-3pm 3pm-4pm

Cat Socializers: Monday Tuesday Wednesday Thursday Friday Saturday
 10am-11am 1pm-2pm 3pm-4pm

Are you able to commit to a regularly scheduled shift? YES NO

Please let us know if you have a preferred time (please note that this will not necessarily reserve this time slot for you) _____



AUTHORIZATION FOR COLLECTION OF PERSONAL INFORMATION REFERENCE CHECKS

I, _____, authorize the Corporation of the City of Vaughan to contact the persons, organizations, academic institutions and associations listed below for the purposes of obtaining reference information, including information contained in my personnel file, for the purpose of verifying my suitability for employment with the City of Vaughan. These persons are authorized to disclose such information: **(Please list at least two references)**

Name: _____
Position Title: _____
Organization/Company: _____
Telephone Number: _____

Name: _____
Position Title: _____
Organization/Company: _____
Telephone Number: _____

Name: _____
Position Title: _____
Organization/Company: _____
Telephone Number: _____

Name: _____
Position Title: _____
Organization/Company: _____
Telephone Number: _____

The personal information above is being collected under the authority of Municipal Act, 2001, S.O. 2001, c.25, as amended and will be used for assessing your suitability for employment. Questions about this collection should be directed to the Director of Human Resources, 2141 Major Mackenzie Drive, Vaughan, ON, L6A 1T1 (905) 832-8563.

Signature: _____ Date: _____



Volunteer Acknowledgement of Confidentially

Vaughan Animal Services recognizes that in the course of their departmental operations, volunteers might have access to confidential, sensitive and privileged information to maintain the integrity of Vaughan Animal Services. However, with each individual volunteering in the shelter there is an expectation of trust relative to this information should volunteers inadvertently come into contact with it. Volunteers must recognize the responsibilities in preserving this confidentiality of this information with appropriate conduct at all times.

It is the responsibility of every Vaughan Animal Services volunteer to know and abide by the following:

- You must not remove or cause to be removed copies of any official record or report from any file from the office where it is kept.
- You must not discuss any information you inadvertently obtain while volunteering at the shelter with anyone other than shelter staff and/or management at any time.
- You must not seek to benefit personally or permit others to benefit personally by any confidential information which has come to you as a result of your volunteer assignment.
- When transporting information that is confidential, sensitive or privileged you must employ appropriate security measures to ensure the material remains protected.
- If, as a volunteer, you come into contact with or are provided information that is deemed to be of a sensitive and or confidential nature, by staff or members of the public, you are obligated to report this to management immediately.
- You understand you are not an employee of Vaughan Animal Services or an extension of the staff of the animal shelter and are not authorized to have knowledge of confidential information.

I have read this confidentiality agreement and I understand its meaning as a volunteer of the Vaughan Animal Services. I agree to abide by the confidentiality agreement.

I further understand that should I improperly release or disclose confidential, sensitive or privileged information or come into contact with such information and fail to report it to management, that I will be found in violation of this agreement, and management will immediately and permanently terminate my volunteer service.

Volunteer Signature

Date

Program Coordinator's Signature

Date



Permission Slip and Liability Waiver
For Youth Volunteers Only (Under 18 years of age)

Because we value your children, we want to ensure their safety while they are volunteering at Vaughan Animal Services. We welcome parents or guardians who want to work with their child during their volunteer time to help build a parent-child relationship. Any volunteers under the age of 18 must have a guardian permission slip signed in order to volunteer at the Shelter.

I [_____], the parent of [_____], do hereby give permission for my minor child to volunteer at Vaughan Animal Services. I understand that my child will be working with and around animals and may be asked to do physical labor such as sweeping, mopping, cleaning, and will be walking dogs and handling cats, kittens and puppies. I hereby knowingly, freely, and voluntarily waive any right or cause of action of any kind whatsoever arising as a result of such activity from which, and liability may or could accrue, against the City of Vaughan, Vaughan Animal Services, its agents, directors, or employees jointly or individually.

Parent's Name Printed: _____

Parent's Signature: _____ Date: _____

My Emergency Contact Information

In case of an emergency, Vaughan Animal Services will act immediately to contact your preferences below:

Primary Contact: _____

Relationship: _____

Phone Number: _____

Please note: The behaviour of animals may be unpredictable and some animals are capable of inflicting serious personal injury or death, as well as extensive property damage. Knowing the risks of handling animals, I agree to assume those risks and to release, indemnify and hold harmless Vaughan Animal Services, the city of Vaughan and/or its officers, directors, employees, agents or contractors, for any and all personal injury and property damages resulting from my child's volunteer work.

All Volunteer Placements are subject to approval and are at the sole discretion of The City of Vaughan Animal Services Management.



Volunteer Agreement Form

Name:	
Address:	
City:	Postal Code:
Daytime Phone:	Evening Phone:
Email Address:	
Emergency Contact Name:	
Emergency Contact Number:	

The parties agree that:

- A.) The Volunteer agrees to abide by all City of Vaughan policies as they relate to Animal Services.
- B.) The Volunteer has attended a mandatory training and orientation session before commencement of any volunteer placement.
- C.) The Volunteer will wear I.D at all times while on site and will sign in and out of the shelter.
- D.) The Volunteer will sign in and out a key to the shelter before and after each shift
- E.) The Volunteer will not solicit for donations for the shelter without approval of the administration.
- F.) The Volunteer will abide by all municipal by-laws as they relate to Animal Control.
- G.) The Volunteer will not take photographs of animals in the shelter without management approval.
- H.) The Volunteer understands that the behavior of animals is sometimes unpredictable and that there are some animals capable of inflicting serious personal injury or death, as well as extensive property damage. Knowing these risks the Volunteer agrees to defend indemnify and hold harmless the City of Vaughan Animal Services Unit, it's Officers, Directors, Employees, Agents or Contractors from any direct or indirect and consequential damages arising out of this arrangement.
- I.) The volunteer understands that any abuse of the shelter animals including but not limited to striking, yelling and throwing a shelter animal will result in immediate removal from the program.
- J.) Volunteers will at all times uphold a professional mannerism inside and outside of the shelter.

This contract represents the entire agreement between the parties and any modifications will be made in writing and signed by both the Volunteer and a representative of City of Vaughan Animal Services Management.

Volunteer Applicant's Signature

Date

Program Coordinator's Signature

Date

The personal information of this form is collected under authority of the Municipal Act, 2001, S.O. 2001, c. 25. The information will be for volunteer agreements, animal licensing and enforcement. Questions about the collection of personal information should be directed to the Director of Enforcement Services, City of Vaughan. 2141 Major Mackenzie Drive. Maple Ontario L6A 1T1 (905) 832-8505.



Please Read and Sign the Following:

- I understand that since I will handle animals, it is important to discuss being vaccinated against tetanus with my physician.
- I release Vaughan Animal Services, and the City of Vaughan from all responsibility that may occur because of my not pursuing this matter further, and I understand whatever decision I make is my own risk.
- I understand that the behavior of animals may be unpredictable and that some animals are capable of inflicting serious personal injury or death, as well as extensive property damage. Knowing the risks of handling animals, I agree to assume those risks and to release, indemnify and hold harmless Vaughan Animal Services, the City of Vaughan and/or its officers, directors, employees, agents or contractors, for any and all personal injury and property damages resulting from my volunteer work.

Signature of Applicant: _____ **Date:** _____

Thank you for considering a volunteer opportunity with the City of Vaughan Animal Shelter.

The personal information of this form is collected under authority of the Municipal Act, 2001, S.O. 2001, c. 25. The information will only be used to evaluate applications and eligibility to participate in Volunteer or Foster Agreements. Questions about the collection of personal information should be directed to the Director of Enforcement Services, City of Vaughan 2141 Major Mackenzie Dr, Maple Ontario L6A 1T1.

INTERNAL USE ONLY:

Date Received: _____ Reviewed By: _____

Approved: Yes No Reason For Denial: _____

Interview Date: _____

Orientation Date: _____

Training Date: _____

Comments:
