



VOLUNTEER APPLICATION FORM

INTERNAL USE ONLY	
Date Rcvd:	_____
Interview:	_____
Start Date:	_____
End Date:	_____

(Please Print)

First Name: _____ Last Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ email: _____

Over age 18: Yes _____ No _____ School Internship: Yes _____ No _____

Emergency Contact: _____ Phone: _____

Family Doctor: _____ Phone: _____

Do you have any allergies to: Nuts _____ Animals _____ Plants _____ Other? _____

Vaccinations: Rabies: Yes (date) _____ No _____ Tetanus (Within the last 10 years): _____

(Vaccinations are not mandatory; however you will be restricted from working with rabies species animals such as foxes, skunks and coyotes. You will be able to work with raccoons while they are inside the building but once they go outdoors they will be cared for by volunteers who are vaccinated)

Which of the following positions are you interested in? *(Minimum commitment varies with position)*

Animal Care _____ Grocery _____ Hotline Phones _____ Administration _____ Fundraising _____

Construction _____ Driver _____ Janitor/Laundry _____ Grant Writing _____ Ground Maintenance _____

What shift(s) do you want to sign up for? Day of week _____ Time: 6am-11am _____

11am-4pm _____

6pm-11pm _____

What animal care experience or interaction with animals have you had in the past?

Education/work/volunteer experience that pertains to the position you are interested in:

How did you hear about us and why are you interested in volunteering at Procyon Wildlife?

Applicant Signature: _____

Date: _____

Regarding Animal Care Volunteering

**Orphans are fragile and require frequent feedings over a 24 hour period. It is imperative that every volunteer attend the Training Sessions and read the Manual on Caring for Wildlife. *Volunteers at Procyon must be committed to the shift that they have signed up to cover for a minimum of 3mths. If volunteers do not show up when expected, the burden of feeding falls on the shoulders of the other volunteers which means the 24 hour feeding schedule will be put in jeopardy.*

**If you cannot cover your shift, it is your responsibility to find a replacement. You will be given Volunteers' emails and phone numbers to contact for coverage of a shift where you will be absent. *Shifts run approximately 5 hours, sometimes more, sometimes less; however after the babies have been fed, there is still much to do including, and not limited to, sweeping and mopping floors, laundry, washing baby bottles, dishes and utensils, etc. Please remember that this facility is a hospital and must be kept sterile and clean at all times.*

**There is a \$50.00 fee which covers the costs of a T-shirt, on-line training manual & animal care training.*

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

- I understand that whereas my volunteer work *may* involve contact with wild and/or 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 supervisor, volunteer coordinator or a 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 **Procyon Wildlife**, I agree to fully release **Procyon Wildlife** 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 **Procyon Wildlife**, its officers, employees or agents.
- I understand that all **Procyon Wildlife** 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 of **Procyon Wildlife** 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 a volunteer of **Procyon Wildlife** 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, questions or issues directly to my supervisor, volunteer coordinator or a Director and document them in writing.
- If communication problems develop between employees, other volunteers and myself, as a volunteer, I will do my best to work out the issues myself, and if this is not successful, I will report the problem, along with my efforts to find a solution, to a supervisor.
- I understand that when I am performing duties for **Procyon Wildlife**, I may not bring friends or family members with me or invite them to the centre without permission.
- I agree and acknowledge that while I am volunteering for **Procyon Wildlife**, I represent the organization when I am out in public will conduct myself in a positive manner and uphold all principles and practices of the organization as they pertain to native Ontario wildlife and the organization itself.
- I understand that I am working for **Procyon Wildlife** as an unpaid volunteer and do not anticipate or expect any paid employment or paid employment offers as a result of my volunteer activity.
- Procyon Wildlife** has my permission to use any and all photographs taken of me during the course of my duties, to promote **Procyon Wildlife** 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 **Procyon Wildlife** and may be used without payment or prior notification.

Applicant's Signature & Date: _____

NOTE: Volunteers may 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.

Please return this application to:

Procyon Wildlife, 6441 7th Line, Beeton, Ontario L0G 1A0
or by email as a MS Word Document or as an Adobe PDF file with an electronic signature embedded to lindam@procyonwildlife.com