



# VOLUNTEER APPLICATION

## Kennebec Valley Humane Society

10 Pet Haven Lane, Augusta, ME 04330  
207-626-3491



Thank you for your interest in volunteering with the Kennebec Valley Humane Society! We need assistance in 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 call 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 KVHS!

**Please note: Volunteers 12-13 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

What is your availability to volunteer? \_\_\_\_\_

### **KVHS Volunteers:**

How did you hear about the volunteer program at the Kennebec Valley Humane Society?

\_\_\_\_\_

### **Please circle the Volunteer Opportunities you would like to participate in:**

- |                                 |                             |                          |
|---------------------------------|-----------------------------|--------------------------|
| Direct animal care and cleaning | Cat socializing             | Dog walker               |
| Housekeeping/laundry            | Sunrise Volunteer           | Foster parent            |
| Office/clerical                 | Data entry                  | General maintenance      |
| Special events volunteer        | Greeters / lobby assistance | PR/Fundraising Committee |

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

\_\_\_\_\_

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

Do you have previous experience or special skills?

- Experience working with animals
- Volunteer work experience
- Work with another animal welfare organization
- Formal education or training working with animals
- Computer, office, clerical, or data entry experience
- Customer Service experience

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

\_\_\_\_\_

### **Community Service, Vocational Rehabilitation, Aspire, etc.**

*If you need Community Service hours for high school or college graduation, please state how many hours you need to complete and graduation/due date:* \_\_\_\_\_

If you were referred to KVHS 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 Counselor or Case Manager, he or she must fill out and submit an application before your application can be approved. Please provide the Vocational Counselor or Case Manager's information to assist with matching up the applications:

Title	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 all information honestly and accurately. I give permission to the Kennebec Valley Humane Society to verify any information given on this volunteer application.*

**I understand that KVHS reserves the right to conduct background checks on any applicant applying for a volunteer position at KVHS.**

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

*I hereby agree that the KVHS 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 Kennebec Valley Humane Society volunteers will not breach any private or confidential information outside of KVHS concerning the animals, abuse cases, customer information, business decisions, and policies of the organization. I agree to comply with the Kennebec Valley Humane Society confidentiality policy.*

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature (required if under 18) \_\_\_\_\_ Date \_\_\_\_\_