

Tulsa Animal Welfare VOLUNTEER APPLICATION



Welcome and thank you for committing to help countless animals!
Simply complete this application and attend a volunteer orientation to get started.
Incomplete applications will not be considered.

PERSONAL INFORMATION

Date: _____

Last Name First Name Middle Initial

Mailing Address City, State Zip Code

Home Phone you can call me here

Best way to reach you: e-mail phone USPS mail

Work Phone you can call me here

Cell/Pager you can call me here

Email Address

_____/_____/_____
Date of Birth (m/dd/yr) Sex M F

Shirt Size
 S M L XL 2XX 3XX

Have you ever served as a volunteer with us before? Yes No If yes, in what year? _____

List pets you currently own: _____

Are they spayed/neutered? Yes No

Are they licensed in Tulsa or where you live? Yes No

EMERGENCY CONTACT

List persons to notify in case of an emergency.

Name Relationship Phone number 1 Phone number 2

Name Relationship Phone number 1 Phone number 2

REFERENCES

Please list two references who may be contacted regarding your application.

Any combination: professional – present or former employers/volunteer agencies: academic – from an educational program; character – someone who has known you for at least a year:

Name Relationship Phone number 1 Phone number 2

Name Relationship Phone number 1 Phone number 2

EDUCATION BACKGROUND

Last name _____

High School City, St Diploma or GED Year

College/University City, St Degrees/certificates earned Year (s)

College/University City, St Degrees/certificates earned Year (s)

Are you presently attending school? Yes No Name of School: _____

Will you be receiving academic credit for your volunteer work? Yes No Which program or class: _____

MILITARY EXPERIENCE

Military Service Branch Rank Date Discharged

DRIVING RECORD

Do you have a valid drivers license? Yes No DL Number / State: _____ / _____

Has your license ever been suspended or revoked? Yes No

Have you had a traffic conviction (other than parking tickets)? Yes No

Please list traffic citations and accidents for the last 5 years:

CRIMINAL HISTORY

Have you ever been questioned, detained, arrested, and investigated, warned or issued a citation for any misdemeanor or felony, other than traffic, either as an adult or juvenile? Yes No

Have you ever been convicted of a crime? Yes No

If yes, please explain and list the name of the agency or court, date of contact, reason for contact, charge if any, sentence if any, and disposition of incident (including deferred sentences). Provide full details on supplemental sheets when necessary

VOLUNTEER PROFILE QUESTIONS:

1. Briefly state why you want to become an Animal Welfare Shelter volunteer?

Last name _____

2. Describe any previous education, training or work experience working with animals.
3. Describe any of your life and work experiences, skills, training or personal qualities that you believe have prepared you to volunteer for Animal Welfare programs.
4. Please list any memberships in any community organizations and previous/present volunteer experience
5. Describe your hobbies and interests.
6. Are you proficient in any language other than English? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list.
7. Are you allergic to any chemicals or animals? <input type="checkbox"/> Yes <input type="checkbox"/> No List:

I certify that the information in this application, is to the best of my knowledge, correct and complete, I give my permission to the City of Tulsa to contact the above references.

Signature of Applicant

Date

Parental/guardian consent for applicants under 18 years of age.

I, the undersigned, give my permission for my child/ward to volunteer with Tulsa Animal Welfare programs.

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

Thank you for your interest in volunteering with us!

Please see following pages for Confidentiality Agreement, Waivers, and Background Check Authorization ►

Bring Completed Application to Your Volunteer Orientation OR Return To:

**Tulsa Animal Welfare
3031 N. Erie Ave.
Tulsa, OK 74115
Fax: 918. 669.6273**

Tulsa Animal Welfare
CONFIDENTIALITY AGREEMENT

If accepted as an Animal Welfare volunteer, I understand I may come in contact with confidential information. Therefore, I shall treat all information I receive from fellow citizens, staff, reports, or law enforcement officers as confidential. I understand that I could jeopardize the ultimate investigation of a crime by revealing information. I will not discuss any aspect of a crime or investigation with any person unless directed to do so by my supervisor. I do hereby agree to protect this information to the best of my ability and to not divulge it during or after my service as a volunteer. I also agree that I will not use my association with Tulsa Animal Welfare to seek favors for others or myself.

Print Full Name _____ Witness _____

Signature _____ Signature _____

Date _____ Date _____

LETTER OF UNDERSTANDING AND HOLD HARMLESS AGREEMENT

I understand that I am not an employee of the City of Tulsa. I am not entitled to payment for services rendered, nor am I entitled to compensation or fringe benefits. I further acknowledge that I am a volunteer for purposes of the Fair Labor Standards Act. I wish to volunteer my services to the City of Tulsa Animal Welfare and/or observe members of the Working in Neighborhoods Department perform their duties. I understand that my status as a Tulsa Animal Welfare volunteer may be revoked at any time. In consideration of the above granted authority to observe and other good and valuable consideration, I, my assigned heirs, executors, or agents hereby agree to hold the City of Tulsa and the Animal Welfare Division harmless. I agree to hold harmless and to indemnify the City of Tulsa, the Working in Neighborhoods Dept., and their agents and employees from any and all claims, damages, losses, and expenses including but not limited to bodily injury, illness or death, or property loss of use arising out of the above described observations, volunteer work, and related activities,

Signature: _____ Date: _____

SUBSCRIBED AND SWORN TO BE ME on this the _____ day of _____, 201__.

_____ My Commission Expires: _____
Notary Public

Tulsa Animal Welfare

RELEASE AND WAIVER OF LIABILITY THIS IS AN IMPORTANT DOCUMENT. PLEASE READ IT CAREFULLY.

I hereby declare and state that I desire a volunteer assignment at City of Tulsa Animal Welfare. Further, I hereby freely and of my own free will and volition execute this document releasing the City of Tulsa and any of its employees from any and all liability, claims, suits, demands, or causes of action which may arise out of or be brought against the Animal Welfare Division or its employees by virtue of any of my volunteer service with the City of Tulsa.

I, hereby agree to accept a position as a volunteer for City of Tulsa Animal Welfare Division. In doing so, I agree to comply with all of the rules, regulations, policies, and procedures of City of Tulsa, Animal Welfare Division. I understand that failure to do so may result in immediate termination as a volunteer. I acknowledge that my services are provided strictly on a volunteer basis, without pay or compensation of any kind.

I further understand and acknowledge that the animal shelter will contain animals of various species, breeds, ages, socialization status, personalities and temperaments, and that some animals may be dangerous, unpredictable, vicious, or ill with diseases that are transmittable to humans or to other animals, including my own pets, through direct contact or by contamination of shoes, clothing, hands, or through other means. I further understand and acknowledge that the animal shelter may possess noxious odors and animal waste, and may pose health and/or safety hazards.

I recognize that in the performance of volunteer tasks there exists a risk of injury including, but not limited to, physical harm caused by animals. On behalf of myself, my heirs, personal representatives and executors, I hereby release, discharge, and agree to indemnify and hold harmless, the City of Tulsa and the Department Animal Welfare Division, its' agents, servants, and employees from any and all claims, causes of action, or demands, of any nature or cause, including all claims arising out of the negligence of City of Tulsa and any persons for whose actions the City of Tulsa may be held liable, and including attorney fees incurred or sustained by me in any way connected with my services for City of Tulsa Animal Welfare Division, including but not limited to animal bites, accidents or injuries.

Volunteer Signature

Date

Print Full Name (Last – First – Middle)

Address (Street – City – State – Zip)

Birth date

Parent/Guardian Signature (if under 18)

Date

Print Parent/Guardian Full Name (Last – First – Middle)

Address (Street – City – State – Zip)

The City of Tulsa has a contract with AmericanChecked, Inc. to perform a background check of our volunteers. The Volunteer Check is a fast, efficient screening created especially for organizations that utilize volunteers and includes:

- Nationwide Criminal Database
- Multi-State Sex & Violent Offenders Search
- SSN Verification
- Address Locator
- Wanted Persons Security Screen

Please sign the letter below indicating your authorization for the Tulsa Animal Welfare Division to conduct a background record check at any time prior to and during your association as a volunteer with Tulsa Animal Welfare Division. This report will be obtained for volunteer purposes only.

Sincerely,
Jean Letcher, Manager
Tulsa Animal Welfare

BACKGROUND RECORD CHECK AUTHORIZATION

As part of the application process, it is necessary for the Tulsa Animal Welfare Division to conduct a thorough background investigation. This background will be used to help determine my suitability and fitness for service as a volunteer, whether paid or unpaid and predictability for my success in the job. I agree that documents and records of information gathered as part of the background investigation concerning me shall remain confidential but that I may request a copy of any information that results in an adverse decision regarding my volunteer association with Tulsa Animal Welfare Division. I understand that I make this agreement as a condition of further consideration for volunteer service and agree that it should be binding upon me whether I continue in my current capacity or whether my application is rejected. I understand the authority for collection of information must be signed by me, giving Tulsa Animal Welfare Division and/ or their agent permission to conduct a thorough background investigation. This voluntary release allows Tulsa Animal Welfare Division and/or their agent to contact agencies for release of information and accurate documentation concerning my past personal history, past employment history, financial, medical and including a criminal history check.

AGREEMENT

I certify that all answers and information submitted by me are true and complete to the best of my knowledge.

I authorize you to make such investigation and inquiries of my personal, employment, educational, military, financial, medical, criminal histories and other related matters as may be necessary in arriving at a decision. I hereby release employers, schools, and other persons from liability in responding to inquiries in connection with my application.

In the event that my application as a volunteer is accepted, I understand that false or misleading information given in my application or interview(s) may result in discharge. **Notice: A photocopy or fax of this release may be accepted as an original.**

Applicant Signature

Date

_____-_____-_____
Social Security Number

Print Full Name (Last – First – Middle)

Residence Address (Street – City – State – Zip)

Other Names Used:

Mailing Address (If Different)

Birth date

Birthplace (City, State, Country)

Driver License Number/State

Tulsa Animal Welfare • Working In Neighborhoods • 3031 North Erie Ave • Tulsa, OK 74115
918.669.6299 • 918.669.6273 fax • www.tulsaanimalwelfare.org