

Dear Applicant,

Thank you for considering becoming a volunteer with the Ontario SPCA Orangeville and District Branch. As a volunteer you become a part of one of the largest and most respected animal welfare groups in Canada. Your efforts help ensure that our services, including enforcement of animal protection laws, animal care and education of the public, continue successfully. In joining our organization you make an active commitment to applying your skills, interest and time toward helping the animals who need it most.

Our website, [www.orangeville.ontariospca.on.ca](http://www.orangeville.ontariospca.on.ca) outlines in detail the variety of volunteer positions that may be available to you. Each of the positions represents an avenue through which your compassion for animals can be expressed. Please read over and consider each position carefully, ensuring that you feel comfortable with the responsibilities and time commitment involved in each. Afterwards please answer all questions on the application form as only fully completed forms will be considered. Once completed please drop your application off or mail it to our shelter located at 650 Riddell Road in Orangeville, L9W 5G5. Be sure to include the required character reference letter which can be written by anyone other than a relative. You will hear from us within a few weeks to schedule an interview. As a volunteer it is required that you make a regular minimum weekly commitment to volunteering. Please have a regular day and time in mind when you'd be available.

Thank you again for considering becoming an active contributor towards our mission of alleviating animal suffering and promoting animal welfare. We look forward to meeting you.

Kind Regards,

Joanne Scott

Volunteer Coordinator

Ontario SPCA Orangeville & District Branch

[jscott@ospca.on.ca](mailto:jscott@ospca.on.ca)

(519) 942-3140



# Ontario Society for the Prevention of Cruelty to Animals Mission Statement

## MISSION STATEMENT

Consistent with the *Ontario SPCA Act*, the mission of the Ontario SPCA is to facilitate province wide leadership on matters relating to the prevention of cruelty to animals and the promotion of animal welfare. The Society's goal is to become a strong, unified and collaborative organization dedicated to the cultivation of a kind and compassionate Ontario for all animals.

## VALUE STATEMENTS

The Ontario SPCA, comprising of branches, affiliates and provincial office, believe...

1. That the Ontario SPCA must act to prevent cruelty and to encourage consideration for all animals.
2. That no animal should suffer.
3. That all animals should have a good quality of life and should be treated with compassion.
4. That the Society must advocate for improved animal welfare and protection.
5. That those who abuse or neglect animals should be appropriately penalized.
6. That all animal welfare organizations should work cooperatively for the benefit of animals.
7. That the Society should set high standards for animal care, protection and shelter.
8. The Society must educate the public on animal welfare.
9. That dedicated and committed volunteers and staff are essential to the success of the Society.
10. That all those who contribute to the success of the Society deserve recognition and appreciation.
11. That the Society should serve the whole province.

# OSPCA Orangeville and District Branch Volunteer Application Form

At the Ontario SPCA Orangeville and District Branch we place tremendous value and trust in our volunteers. The following application form assists us in determining what volunteer positions would best suit your interests and skills while directly helping to fulfill our needs at the Ontario SPCA. Please take the time to answer each question, specifying if you need more room to answer or if you feel it does not apply to you. **Only fully completed forms will be reviewed.** If you have any questions about our application process, please contact our office at (519) 942-3140. Thank you.

Today's Date: \_\_\_\_\_

## PERSONAL INFORMATION

Your First Name: \_\_\_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_

(Street / Apt #)

(City)

(Postal Code)

Home Phone: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Best time to call: \_\_\_\_\_

May we contact you at work? Yes \_\_\_\_\_ No \_\_\_\_\_

Email address: \_\_\_\_\_

What is your past or present field of employment? If you have not been employed what field of work would you like to be involved in?

\_\_\_\_\_

\_\_\_\_\_

Please provide a brief outline of your educational background

\_\_\_\_\_

## INFORMATION ABOUT YOURSELF: Your Volunteer Experience and Goals

Have you volunteered for any other organizations, which ones? If so, please describe your volunteer duties and duration of your stay with that organization. Please provide the name of a reference we may contact there:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you still actively volunteer with that organization? If not please provide your reason for leaving your volunteer position(s)?

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Why do you want to volunteer for the Ontario SPCA Orangeville and District Branch?

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Were you referred to us from a specific organization? If yes, please identify the organization:

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How did you hear about our volunteer program? \_\_\_\_\_

Are you familiar with the requirements of the volunteer positions you have applied for?

Yes\_\_\_\_\_ No\_\_\_\_\_

Do you have any restrictions or limitations that may affect your ability to fulfill these requirements?

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Do you have any animal allergies that may affect your ability to volunteer at an animal shelter? \_\_\_\_\_

Have you had your tetanus booster in the last 10 years? \_\_\_\_\_

**SKILLS AND RELEVANT EXPERIENCE**

Do you currently care for any animals in your home? What kinds and how many?

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What animals have you cared for in the past and how long did you care for them?

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Are your cat(s) and/or dog(s) spayed or neutered? Why or why not? \_\_\_\_\_

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What skills, education or abilities would you like to contribute to the Ontario SPCA Orangeville and District Branch?

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Are you a member of any other animal related organizations? Please list your associations:

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What are your hobbies and interests? \_\_\_\_\_

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What strengths do you feel you will bring to your volunteer position?

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Do you prefer to work as part of a team or independently? Why? \_\_\_\_\_

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Please tell us about your involvement in a project or activity in the past which demonstrates that you are a committed individual:

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If you are applying to volunteer with animals, please share a specific experience you have had with an animal in the past that shows you are good at working with animals:

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Are you required to volunteer for a certain number of hours? Example: The school or the court. If so, please indicate the number of hours you require:

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**What volunteer positions are you interested in? Please pick a first, second and third choice:**

- |                                          |                                         |
|------------------------------------------|-----------------------------------------|
| 1) Paws & Claws <b>Orangeville</b> _____ | 8) BARC Camp Assistant _____            |
| 2) Animal Care Pet Pal _____             | 9) Shelter Maintenance _____            |
| 3) Administrative Assistant _____        | 10) Fundraising Committee Member _____  |
| 4) Feline Play Therapist _____           | 11) Paws & Claws <b>Shelburne</b> _____ |
| 5) Canine Comrade _____                  | 12) Grocery Tape Guru _____             |
| 6) Critter Carrier _____                 | 13) Foster Friend _____                 |
| 7) Bottle Sorting _____                  |                                         |

**INFORMATION ABOUT ELIGIBILITY**

Are you 16 years of age or older? \_\_\_\_\_

**Please note that volunteers 14 and up may apply for the Paws and Claws Boutique Booster position or Grocery Tape Guru, for all other positions applicants must be at least 16 years of age.**

Are you able to commit to a minimum of one visit per week for at least 6 months? If not, please explain: \_\_\_\_\_

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What days and hours are you available to volunteer? (Please be specific)

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Have you ever been investigated and/or had animals removed from your possession, by the Ontario Society for the Prevention of Cruelty to Animals? Yes \_\_\_ No \_\_\_

If yes, please explain: \_\_\_\_\_

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**EMERGENCY INFORMATION**

Please supply the name of a person we can contact in case of an emergency:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #Residential: \_\_\_\_\_ Phone# Business: \_\_\_\_\_

**REFERENCES**

As part of our volunteer application process **we request one character reference letter to be submitted along with your completed application form.** A character references is a letter written about you describing your personality and strengths. As this is a personal letter about you, it does not need to be from an employer but rather can be written by anyone who knows you with the exclusion of family members. Some suggested people to request a character reference letter from include: neighbors, coaches, teachers, people who you may have pet sat for, customers, leaders from an organization you volunteer for, business acquaintances etc. **A character reference letter must be submitted with your form before an interview can be arranged. If you do not submit a letter with your application you will receive a call asking you to do so before your form can be further processed.** If you have any questions regarding this request please contact our office at (519) 942-3140.

Due to special circumstances we recognize that some individuals may be unable to provide a character reference, if you are unable to provide a character reference letter, please explain why: you will receive a call from a staff member or experienced volunteer, to discuss other options:

\_\_\_\_\_  
\_\_\_\_\_

Please list one reference we may contact via telephone (non- family)

Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

Occasionally, opportunities arise within our organization for volunteer positions that involve working with children; for child safety and protection purposes we will request a criminal record with a vulnerable sectors check from all volunteers wishing to apply for these positions.

Do you agree to our organization requesting a criminal record check? Yes\_\_\_ No \_\_\_

**DECLARATION**

I, \_\_\_\_\_ hereby declare that the above information is true and complete to the best of my knowledge. I understand that a false statement may disqualify me from further consideration as a volunteer or result in dismissal.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for expressing interest in our volunteer program. All applicants who have submitted **fully completed** application forms will receive a call from our Volunteer Coordinator, once that position has been filled. If you have any questions or require further information about our volunteer program or application process please contact our office at (519) 942-3140

# Waiver of Liability for Volunteers

The undersigned acknowledges that he or she will be performing certain volunteer services for the ONTARIO SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS – ORANGEVILLE & DISTRICT BRANCH (OSPCA). The undersigned further acknowledges that certain risks may be associated with such volunteer services.

In consideration of being permitted to perform such volunteer services for the Ontario SPCA. The undersigned voluntarily and knowingly executes this waiver with the express intention of waiving any and all rights or causes of action involving, without limitation, bodily injury or property damage to the undersigned while the undersigned is engaged, directly or indirectly, in such volunteer services, whether caused by the negligence of the Ontario SPCA or its officers, directors, agents, and employees.

Further the undersigned shall indemnify, defend and hold harmless the Ontario SPCA and its agents, officers, and employees, jointly or individually, for bodily injury or property damage as a result of the undersigned's services contemplated herein.

Signed: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**Note:** Parent or Guardian signature is required if the applicant is 16 years or under.

Parent/Guardian signature: \_\_\_\_\_

Dated: \_\_\_\_\_

## Consent to Seek and Contact References

I hereby authorize the OSPCA Orangeville and District Branch to solicit a reference from

\_\_\_\_\_  
(Names of reference(s) in connection with my application for the position of

\_\_\_\_\_  
I hereby authorize the above named reference(s) to provide a reference in connection with my application for the position of \_\_\_\_\_ with the OSPCA Orangeville and District Branch, and release them from any liability in regard to same.

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_



# Ontario Society for the Prevention of Cruelty to Animals

## Protection of Confidentiality

I, \_\_\_\_\_ have been made aware of the confidential nature of information concerning animals, donors, personal and other types of Society information. Whether or not such confidential information may be available to me in the normal performance of my duties, or occasionally and inadvertently, the confidentially will be respected by me.

I will exercise all reasonable care and caution in protecting printed or written information from causal observation, unauthorized personnel or other abuse.

I also understand that confidential information which shall be disclosed to me or which may become my knowledge may not be divulged within or outside of the Ontario SPCA unless required in the performance of my normal duties.

I am aware of the Ontario SPCA's policy prohibiting the temporary or permanent removal of confidential records from the premises of the Ontario SPCA.

I understand that non-compliance with any of the above may result in the termination of my volunteer services with the Ontario SPCA Orangeville and District Branch.

\_\_\_\_\_  
(Signature of Volunteer)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Date)