VOLUNTEER APPLICATION FORM

Thank you for your interest in volunteering at SPCA Rotorua. Volunteers are a vital part of the SPCA team and we simply couldn’t do the work we do without the large number of volunteers who contribute to our work.

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| 1. **THE POSITION** | | | | | | | | | | | | | | |
| **Volunteer position applied for:** | | | |  | | | | | | | | | | |
| **Where did you hear about this volunteer opportunity?** | | | | | |  | | | | | | | | |
| 1. **PERSONAL DETAILS** | | | | | | | | | | | | | | |
| **Title:** | | 🞏Mr 🞏Mrs 🞏Miss 🞏Ms 🞏Dr | | | | Are you over 18 years old? | | | | | | 🞏Yes 🞏No | | |
| **First Name:** | |  | | | | **Last Name:** | | |  | | | | | |
| **Email address:** | |  | | | | | | | | | | | | |
| **Home Address:** | |  | | | | | | | | | | | | |
| **Suburb** | |  | | | | **City** | | |  | | | | **P’Code** |  |
| **Home Phone:** | |  | | | | **Mobile Phone:** | | |  | | | | | |
| **Minimum age requirements: Op Shop’s**: 16 yrs;  **Drivers**: 25 yrs; **All other volunteers**: 16 yrs. | | | | | | **Date of Birth:** | | |  | | | | | |
| 1. **EMERGENCY CONTACT PERSON** | | | | | | | | | | | | | | |
| **NAME** | | |  | | | | | **MOBILE** | |  | | | | |
| **RELATIONSHIP TO YOU** | | |  | | | | | **OTHER TEL** | |  | | | | |
| 1. **AVAILABILITY & COMMITMENT** | | | | | | | | | | | | | | |
| * **Weekday** volunteers usually volunteer for ½ a day or 1 full day every week for 6 months * **Weekend** volunteers usually volunteer for ½ day or 1 full day every month for 12 months * Please indicate below which days and times you would be available to volunteer | | | | | | | | | | | | | | |
| **How long can you commit to volunteering at the SPCA?** | | | | | | | 🞏 Short-term (less than 12 months) | | | | | | | |
| 🞏 Long term (12 months or more) | | | | | | | |
| 🞏 Other (explain) | | | | | | | |
| **Please indicate the times / days when you are available to volunteer.** | | | | | | | | | | | | | | |
| **WEEKDAYS** | **Monday** | | | | 🞏 Morning | | 🞏 Afternoon | | | | 🞏 All Day | | | |
| **Tuesday** | | | | 🞏 Morning | | 🞏 Afternoon | | | | 🞏 All Day | | | |
| **Wednesday** | | | | 🞏 Morning | | 🞏 Afternoon | | | | 🞏 All Day | | | |
| **Thursday** | | | | 🞏 Morning | | 🞏 Afternoon | | | | 🞏 All Day | | | |
| **Friday** | | | | 🞏 Morning | | 🞏 Afternoon | | | | 🞏 All Day | | | |
| **WEEKENDS** | **Saturday** | | | | 🞏 Morning | | 🞏 Afternoon | | | | 🞏 All Day | | | |
| **Sunday** | | | | 🞏 Morning | | 🞏 Afternoon | | | | 🞏 All Day | | | |
| **How will you travel to the SPCA?** | | | | | 🞏 Own transport 🞏 Carpool 🞏 Public transport 🞏 Dropped off & picked up | | | | | | | | | |
| **Any further comments or queries regarding availability?** | | | | |  | | | | | | | | | |
| **Are you happy for us to contact you for emergency cover?** | | | | | | | 🞏Yes 🞏No | | | | | | | |

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| 1. **EXPERIENCE AND SKILLS** | | | | | | | | | | | | | | |
| **Please provide details of any qualifications, animal related study or specific skills or experience relevant to this volunteer position.** | | | |  | | | | | | | | | | |
| **Have you previously worked or volunteered at SPCA Rotorua?** | | | | 🞏Yes 🞏No If yes please provide details below. | | | | | | | | | | |
| 1. **DRIVERS LICENCE (To be completed for Field Officer and Driver vacancies)** | | | | | | | | | | | | | | |
| **Do you have a current drivers’ licence?** | | | | 🞏Yes Drivers Licence Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞏No | | | | | | | | | | |
| 1. **MEDICAL AND CRIMINAL** | | | | | | | | | | | | | | |
| **Do you have any on going medical conditions that may be aggravated by a volunteer role at the SPCA or working with animals? e.g. Physical ailments (limiting heavy lifting), allergies to animals, chemicals or environment, stress related, Occupational Overuse Syndrome.** | | | | | | | | 🞏Yes  🞏No  🞏Unsure | | | | *(explain if Yes or Unsure)* | | |
| **Have you ever been convicted of a criminal offence or are you awaiting the hearing of charges in a civil or criminal court of law?** | | | | | | 🞏Yes  🞏No  🞏Unsure | *(explain if Yes or Unsure)* | | | | | | | |
| **Are you happy for us to proceed with a criminal check if required?** | | | | | | 🞏Yes  🞏No | *(If No, please provide a reason)* | | | | | | | |
| 1. **DECLARATION** | | | | | | | | | | | | | | |
| *I declare that to the best of my knowledge the information provided in this application is accurate and I understand that if any false or misleading information is given, or any material fact suppressed, I will not be engaged, or if I am engaged, my volunteer role will be terminated. I understand that any offer of a volunteer engagement, if made, is conditional upon satisfactory confirmation from the New Zealand Police of any criminal record if requested.* | | | | | | | | | | | | | | |
| ***Signed:*** | |  | | | | | | | ***Date:*** | |  | | |  |
|  |  | | | | | | | | |  | | |  | |
| **THANK YOU FOR YOUR APPLICATION** | | | | | | | | | | | | | | |
| *This application form is a source of information which will be used by the SPCA to assist it in considering your suitability for a volunteer engagement with SPCA Rotorua. If successful, such information shall form part of the SPCA’s volunteer records. Failure to supply the information requested would prejudice the SPCA’s ability to assess your suitability for the position. Information relating to unsuccessful applicants shall be retained by the SPCA for a period of 12 months. The information remains confidential to SPCA Rotorua. Some volunteer vacancies are subject to successful reference checks. The above information is managed in accordance with the* ***Privacy Act 1993.*** | | | | | | | | | | | | | | |
| ***If you do not hear from us within 5 business days, please call 07 349 2955. For Op Shop vacancies call 07 347 2518.*** | | | | | | | | | | | | | | |
| **Returning this form** | | | **PO Address** | | PO Box 10122, Rotorua, New Zealand | | | | | | | | | |
| **Email** | | [education@rotoruaspca.org.nz](mailto:education@rotoruaspca.org.nz) | | | | | | | | | |
| **In Person** | | **SPCA Rotorua, 24 Old Taupo Road, Rotorua 3015, Rotorua** | | | | | | | | | |