



For all creatures great and small.

Interview Appointment:

Date: _____ Time: _____

Volunteer Registration Form

RSPCA Darwin Regional Branch Inc.

The RSPCA is an independent, non-government, community-based charity providing animal care and protection services. In order to carry out its objectives it relies heavily upon its large volunteer force. Many volunteers are retirees, students or persons involved in full time or part-time employment. Many RSPCA full time and part-time employees also donate their time as volunteers to the RSPCA. Volunteers must be aware that whilst there is no employment relationship between the RSPCA and its volunteers, the RSPCA must ensure that the services provided by the volunteers are consistent and of a high quality. For this reason, the RSPCA must regularly review its volunteer program which may result in the services of some volunteers no longer being required.

The information collected in this form is for the purpose of:

- ✓ Keeping current contact details of each volunteer to be used as required by the by the Volunteer Resource Office.
- ✓ Determining suitable volunteer work and roster details for individuals
- ✓ Identifying trends to aid with future recruitments

Please read, fill in and sign all sections, and keep a copy for your record

Mr/Mrs/Ms/Miss/Dr: _____
(full name)

Address: _____ Suburb: _____ Postcode: _____

Phone: (hm) _____ (wk) _____ (mbl): _____

E-mail: _____

Emergency Contact Name: _____ Phone: _____

D.O.B.: _____ Minimum age for volunteers – 12 years.

Ages 12 – 14 must be supervised by a parent or guardian AT ALL TIMES.

Are you currently: (please circle 1 or more of the following)

Employed: Full time / Part-time / Casual Home Duties Student Unemployed Retired

If student: School _____ Year: ____

References: This section must be completed with 2 referees listed (not family/friends)

1. Name: _____ Phone: _____

Relationship to applicant: _____

2. Name: _____ Phone: _____

Relationship to applicant: _____



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Previous Experience

Have you had any prior volunteer experience? Give details: _____

Volunteer Work

Type of volunteer work that interests you at the RSPCA:

- Shelter – Cattery
- Shelter – Kennels
- Shelter – Admissions
- Shelter – Dog Walking
- Foster Care
- Dog Grooming
- Shelter Customer Service
- Administration
- Events
- Fundraising
- Maintenance/gardening
- Finance or IT
- Other Please Specify

Regular Volunteer shifts are generally 4 hours. Please select below the day(s) and time(s) you are available to volunteer (exact shift times vary so will be confirmed with you at interview):

- | | | | |
|-----------|-----------------------------|-----------------------------|--------------------|
| Monday | <input type="checkbox"/> AM | <input type="checkbox"/> PM | Regularity: |
| Tuesday | <input type="checkbox"/> AM | <input type="checkbox"/> PM | |
| Wednesday | <input type="checkbox"/> AM | <input type="checkbox"/> PM | |
| Thursday | <input type="checkbox"/> AM | <input type="checkbox"/> PM | |
| Friday | <input type="checkbox"/> AM | <input type="checkbox"/> PM | |
| Saturday | <input type="checkbox"/> AM | <input type="checkbox"/> PM | |
| Sunday | <input type="checkbox"/> AM | <input type="checkbox"/> PM | |
- Weekly
 - Fortnightly
 - Casual (Events)

Skills and Experience

Please list any special skills you have that you would be interested in utilising as part of your volunteering with the RSPCA e.g. professional skills/qualifications, carpentry, gardening?

Duty of Care (Confidential)

This information will help us to avoid rostering you for inappropriate tasks and to take responsible action to assist you should you become unwell while volunteering for the RSPCA> It is in your best interests to advise the RSPCA should there be any changes with this information in the future.

Do you suffer from allergies? Please specify: _____

Do you have any medical conditions that may affect your work? Please specify: _____

Are you taking medication? Please specify: _____

Volunteer Rights

Unlike paid staff, volunteer staff is not covered by award conditions or workplace agreements. Volunteers however, do have rights, some of which are legal rights and some of which are the moral obligations of an organisation involving volunteers.

The RSPCA recognises the following volunteer rights:

- ✓ To work in a healthy and safe environment in accordance with the Occupational Health and Safety Act;
- ✓ To work in an environment of equal opportunity and anti-discrimination;
- ✓ To be covered by insurance as set out in the attached Volunteer Insurance sheet;
- ✓ To be given accurate and truthful information which is relevant to them about the RSPCA;
- ✓ To have access to the RSPCA's volunteer policy and any other policy that affects them as a volunteer;
- ✓ To have access to the RSPCA Standards of Behaviour;
- ✓ To have an agreed volunteer roster and task specifications;
- ✓ To have access to a grievance procedure;
- ✓ To be provided with orientation to the RSPCA;
- ✓ To have confidential and personal information dealt with in accordance with the principles of the *Privacy Act 1988* as amended by the *Privacy Amendment (Private Sector) Act 2000*; and
- ✓ To be provided with sufficient training for the tasks to be undertaken.



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Volunteer Conditions and Responsibilities

By signing this Volunteer Registration I acknowledge and agree:

- ✓ To abide by and work within the guidelines of RSPCA policy as amended from time to time;
- ✓ To abide by and work within the guidelines contained in the Task Description Sheet;
- ✓ That the tasks I undertake for the for the RSPCA are done in a voluntary capacity;
- ✓ That the RSPCA may change or cancel any part of its volunteer program as it sees fit;
- ✓ That the RSPCA may cancel my registration as a volunteer at any time;
- ✓ That nothing in my registration as a volunteer with the RSPCA constitutes a continuing right to work as a volunteer for the RSPCA or be present on RSPCA premises;
- ✓ That my hours of volunteer work are at the complete discretion of the RSPCA;
- ✓ That no employment relationship exists between myself and the RSPCA;
- ✓ That I will receive no remuneration for my volunteer services;
- ✓ That I understand that the training required for me to become a valuable volunteer constitutes a significant input of resources from the RSPCA and I will therefore commit to provide volunteer services for at least a 6 month period;
- ✓ That I have received a current copy of the Task Description Sheet and have access to the RSPCA Policy and Positions Papers;
- ✓ That I will be subject to the supervision of paid staff and supervising volunteers of the RSPCA;
- ✓ That I am not covered by WorkCover insurance as I am not an employee;
- ✓ That the terms and conditions of this volunteer arrangement between myself and the RSPCA have effect notwithstanding that I may be engaged in paid work for the RSPCA in addition to the volunteer work;
- ✓ That subject to the terms of this agreement I am free to provide or not provide services as I see fit but I otherwise agree to abide by the roster arrangements for volunteer work as set by the RSPCA;
- ✓ That I will have a current tetanus coverage should I be volunteering in a role where animal handling is required;
- ✓ That, in my capacity as a RSPCA Volunteer, I may come into contact with confidential and/or commercial information and to protect this information to the best of my ability as a volunteer and not divulge it during or after my service has ended.

Signature of Applicant: _____

Signature of Interviewer: _____

Date: _____

Date: _____