



For all creatures great and small.

# 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 volunteers. 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.

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 Volunteer Resource Office
- ✓ Determining suitable volunteer work and roster details for individuals
- ✓ Identifying trends to aid with future recruitments

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

Mr/Mrs/Ms/Miss/Dr; \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode \_\_\_\_\_

Phone: (Hm) \_\_\_\_\_ (Wk) \_\_\_\_\_ (Mbl): \_\_\_\_\_

Email: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Minimum age for volunteers – 12years. 12-14years must be accompanied by a parent or guardian **AT ALL TIMES.**

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Volunteer: \_\_\_\_\_

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 \_\_\_\_\_

### Reference: This section must be completed with a reference who is not family)

Name \_\_\_\_\_ Phone \_\_\_\_\_

or Email \_\_\_\_\_ relationship to applicant \_\_\_\_\_

Have you had any prior volunteer experience? Give details \_\_\_\_\_

\_\_\_\_\_



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Please list any 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. \_\_\_\_\_

### Volunteer Availability

Please select below the day(s) and times(s) you are available to volunteer. Note our staff hours are Mon – Fri 9am to 5.30pm Sat 8.30am to 4pm Sun 8.30am to 1pm

Monday	AM	PM	<b>Regularity:</b>
Tuesday	AM	PM	Weekly
Wednesday	AM	PM	Fortnightly
Thursday	AM	PM	Casual (Events)
Friday	AM	PM	Shiftworker
Saturday	AM		
Sunday	AM		

### Please select the type of volunteer work that interests you at the RSPCA

- Shelter – Cattery
- Shelter – Dog Walking
- Shelter – Kennels
- Maintenance/Gardening
- Administration
- Events
- Foster Care – Kittens (usually 4-5 weeks old require fostering for 3- 4 weeks)
- Administration
- Foster Care – Mum and Pups (note you may need to undergo a property inspection)

### 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 to this information in future.

Do you suffer from any allergies? please Specify: \_\_\_\_\_

Do you have any medical conditions that may affect your work/ please Specify: \_\_\_\_\_

Are you taking medication/ Please specify: \_\_\_\_\_



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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;
- ✓ That the tasks I undertake 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 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 I will be given training in order to become a valued volunteer and I will commit to provide volunteer services on a regular basis;
- ✓ 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 I will have a current tetanus coverage should I be volunteering in a role where animal handling is required;
- ✓ That as my capacity as a RSPCA volunteer , I may come into contact with confidential and/or commercial information and to protect this information to best of my ability as a volunteer and not divulge it during or after my service has ended.

Signature of Applicant ; \_\_\_\_\_

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

Signature of Interviewer; \_\_\_\_\_

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

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#### Office Use Only:

Entered into Sheltermate \_\_\_\_\_ Date; \_\_\_\_\_

Added to email distribution \_\_\_\_\_ Date; \_\_\_\_\_

Copy of Volunteer Manual given \_\_\_\_\_ Date; \_\_\_\_\_

Notes; \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_