



Equal Opportunity Policy for Volunteers

It is the policy of Hugs for Homeless Animals (H4HA) to provide opportunities for volunteer service, to all qualified persons regardless of race, color, creed, national origin, ancestry, age, sex, disability, religion, citizenship, marital status, or any other characteristics protected by law. Accuracy and completeness of this form are important factors in determining acceptability for a volunteer position with H4HA. Please be neat in completing this form and do so in your own handwriting. If you desire any individual assistance, please ask. You may be requested to take pre-placement tests, submit additional references or samples of your previous work, participate in additional interviews or supply additional information, all of which are considered part of the qualification process. All pre-placement inquiries are made for the purpose of establishing your qualifications for placement with H4HA. Your volunteer application will receive full evaluation and you will be considered in competition with other applicants for any vacant volunteer position for which you may qualify. Completion of this application does not assure placement.

PLEASE PRINT CLEARLY

PERSONAL INFORMATION

Date: _____

Name: _____

Telephone: _____

Address: _____

Date of Birth: _____

Email Address: _____

SSN: _____

Position applying for: _____

Are there any reasons (medically, physically, or emotionally) that would prevent you from doing the job that you are applying for? If so, how can we accommodate such conditions?

How did you hear about H4HA? _____

Have you ever been convicted of a crime? [] Yes [] No If yes, please explain: _____

Have you ever worked for H4HA before? [] Yes [] No When? _____

Supervisor: _____ Reason for leaving: _____

Do you have any pets at home at the present time? Have you had any pets in the past? Please explain:

WORK HISTORY

Last 3 jobs, starting with your current employment

Company: _____ Telephone: _____

Address: _____

Supervisor: _____ From _____ to _____

Job Title and Duties: _____

Reason for leaving: _____

Company: _____ Telephone: _____

Address: _____

Supervisor: _____ From _____ to _____

Job Title and Duties: _____

Reason for leaving: _____

Company: _____ Telephone: _____
Address: _____
Supervisor: _____ From _____ to _____
Job Title and Duties: _____

Reason for leaving: _____

Please list any nonprofit organizations that you are now or have been affiliated with.

<i>Organization Name</i>	<i>Involvement</i>	<i>When</i>
_____	_____	_____
_____	_____	_____

PERSONAL/PROFESSIONAL REFERENCES

Please list 2 people who have known you for several years but not a former employer, fellow employee or relative.

1. Name: _____ Telephone: _____
Address: _____
Relationship: _____ Years Known: _____

2. Name: _____ Telephone: _____
Address: _____
Relationship: _____ Years Known: _____

EDUCATION

Highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 _____
 Grade School High School College Other

Name of last school attended: _____
Vocational or trade training: _____
Do you have any previous professional experience working with animals? _____

HOBBIES AND AREAS OF SPECIAL INTEREST (describe)

AVAILABILITY FOR VOLUNTEERING

_____ Monday	What hours? _____
_____ Tuesday	What hours? _____
_____ Wednesday	What hours? _____
_____ Thursday	What hours? _____
_____ Friday	What hours? _____
_____ Saturday	What hours? _____
_____ Sunday	What hours? _____

In a brief paragraph, please describe your reasons for wanting to volunteer for Hugs for Homeless Animals.

please read and sign below

“Volunteer” means a person who freely chooses and renders services in a voluntary capacity for a civic, charitable or personal motive, without promise or expectation of compensation, at hours that suit their own convenience, and who do not replace regular employees. “Volunteer capacity” means the actions and duties performed by a volunteer which is done without expectation of compensation, or actual payment.

1. I understand and agree that my services to H4HA are provided strictly in a volunteer capacity without any express or implied promise of salary, commission, payment, employment-type benefits or any compensation of any kind whatsoever.
2. I understand and agree to assume all risks involved in any and all duties that I perform for H4HA in my volunteer capacity.
3. I agree to familiarize myself with H4HA policies and procedures and to fully comply with them.
4. I understand that H4HA expects high standards of moral and ethical conduct. I agree to strictly adhere to these standards in my voluntary capacity at H4HA.
5. I understand and agree that at its sole discretion H4HA may end the volunteer relationship for any reason whatsoever or no reason at all.
6. I understand that while I am working at my volunteer duties that I am acting as an unofficial representative of H4HA and as such I will handle myself in a professional manner at all times while executing my duties.
7. I understand that during the course of my duties as volunteer for H4HA I may be assigned access authorization in which to perform my assigned duties. I agree to hold such access authorization personal and private at all times. I agree to be held responsible for any misuse or unauthorized access using my access authorization.
8. I understand that during the course of my duties as volunteer for H4HA I may become privy to confidential or nonpublic information. I agree to hold such information confidential at all times and not disclose it to any third party in any way. I agree to not use such confidential information for any other purpose than for the performance of my assigned duties by and for H4HA. I agree that I may be held legally liable should I breach this confidentiality.
9. I agree to return to H4HA any of its property in my possession upon termination of my volunteer position.
10. I further agree to not compete with H4HA or any of its projects in any way.

I acknowledge that all of the information that I have provided on the foregoing application is accurate and true to the best of my ability. I acknowledge that I have read and fully understand the terms and conditions of this agreement and that I will comply with the same. I further understand and agree that by agreeing to accept my volunteer services, H4HA is under no obligation to provide me with compensation of any kind whatsoever, to continue my services for any period of time, and that no liability will be incurred by H4HA to anyone, including myself, for the performance of my duties.

I agree to release, discharge, indemnify and hold H4HA harmless for any and all damages to my personal property while performing as a volunteer in a volunteer capacity any and all duties for H4HA. On behalf of myself, my heirs, personal representatives and executors, I hereby release, discharge, indemnify, and hold harmless H4HA, its agents, affiliates, servants, employees and Board of Directors from any and all claims, causes of action or demands, of any nature or cause connected with my volunteer services. This is to include any costs and fees related to damages incurred or sustained by me in any way in connection with my volunteer services.

Date: _____ Volunteer: _____
Type or Print Name: _____

PARENT OR LEGAL GUARDIAN (OF VOLUNTEERS UNDER 18 YEARS OF AGE)

As a parent or legal guardian of the above named volunteer, I hereby give my consent to allow my child/ward to perform volunteer services for H4HA as described within the Volunteer Application and Agreement.

Date: _____ Parent or Legal Guardian: _____
Type or Print Name: _____

INSTRUCTIONS:

Please print this document and complete the Application to the best of your ability. Provide any samples of your work as instructed by our Human Resources Director. Review, sign and date the Volunteer Agreement, and fax all three pages, with any supporting information, to Hugs for Homeless Animals (**888-483-8079**). Mail the original to Hugs for Homeless Animals at the address indicated below.

Hugs for Homeless Animals
Attn: Human Resources Director
PO Box 320245
Franklin, WI 53132-6031

Telephone: 888-483-8180
Fax: 888-483-8079
Email: hrdirector@h4ha.org