

Dog Walker Volunteer Application Form

Thank you for your interest in volunteering with the RSPCA ACT

We rely on the community to continue to provide care for the thousands of animals that come to our shelter every year. Our volunteers provide invaluable assistance in many different areas and are an integral part of our organisation.

Steps to Becoming a Volunteer

Working with Vulnerable People Registration

All volunteers are required to hold Working with Vulnerable People (WWVP) registration. WWVP registration involves a background check and is free for volunteers to obtain. You can apply online through Access Canberra (www.accesscanberra.act.gov.au), or you can visit any of the Access Canberra shopfronts. Processing generally takes up to eight weeks.

Applicants wishing to work in Animal Based roles must be satisfied they are able to meet the 'Essential Capabilities for RSPCA ACT Animal Based Roles' prior to making an application.

This document can be located on the volunteer page of our website.

Application process

Please provide detailed responses to the questions outlined within this form as this information will be used to assess your suitability for one of our volunteer roles. Once your application has been received and assessed you will receive instructions on the next steps. If successful, you will be required to complete a two-hour onsite information and assessment program.

Your privacy is important to us and all personal information you provide will be managed in accordance with the requirements of the Privacy Act 1988 and the Australian Privacy Principles, and our RSPCA ACT privacy policy which can be found on our website.

Uniform requirement

All volunteers will be required to pay \$30.00 for a volunteer polo shirt. Volunteers are to wear long pants (jeans are suitable) as well as closed in footwear (boots/runners)

Please feel free to contact us with any questions. We look forward to hearing from you.

E: volunteers@rspca-act.org.au

Phone: 02 6287 8100 PO Box 3082, Weston Creek ACT 2611

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|--|-------------|-----------------------|--------------------|----------------------------|--|
| Personal Information | | | | Date | |
| Given Names | | | Surname | | |
| Date of Birth | | | Gender | | |
| Street Address | | | | | |
| Suburb | | | Postcode | | |
| Email Address | | | | | |
| Contact Numbers | Home | | Work | | Mobile |
| | | | | | |
| Are you an RSPCA ACT member? | | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Emergency Contact Details | | | | | |
| Name | | Contact Number | | Relationship to you | |
| | | | | | |
| References | | | | | |
| Please include the details for one referee. | | | | | |
| Name | | Contact Number | | Relationship to you | |
| | | | | | |
| Working with Vulnerable People (WWVP) registration - This is a requirement for all volunteers | | | | | |
| Please complete the details below and include a copy of your card with this application. | | | | | |
| WWVP Registration No. | | | WWVP Expiry | | |

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|--|----------------|------------------|---|---|--|---|
| Availability | | | | | | |
| What is your work status? | | | Full time <input type="checkbox"/> | Part time <input type="checkbox"/> | Casual <input type="checkbox"/> | Student <input type="checkbox"/> |
| | | | Home duties <input type="checkbox"/> | | | |
| Please indicate your volunteering availability below. | | | | | | |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| | | | | | | |
| How many hours would you like to volunteer? | | Per week | | | Per month | |
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Declaration

It is important that volunteers of the RSPCA ACT are aware of the Society’s policies and positions on animal welfare and that they uphold RSPCA values. For these reasons, the following information is required.

In relation to your treatment of, or your responsibility for, an animal, including matters involving mistreatment or neglect, have you ever been visited or spoken to by:

- The police, whether State/Territory or Commonwealth;
- A uniformed inspector of an animal welfare organisation performing functions under animal welfare legislation; or
- Any government agency, whether local, State/Territory or Commonwealth

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| Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, provide details: |
|--|--------------------------|

As outlined earlier within this form, there is an expectation you would have read certain documentation prior to submitting this form to us for consideration. Please confirm which of the following documents you have read:

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| RSPCA ACT Volunteer Handbook | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Essential Capabilities for RSPCA ACT Animal Based Roles | Yes <input type="checkbox"/> No <input type="checkbox"/> |

I, _____ declare that all information given with this application is true and correct. I agree that I am applying to be a volunteer for RSPCA ACT, a volunteer being “someone who enters into any service of their own free will, or who offers to perform a service or undertaking for no financial gain” and that no contract of employment is created by the acceptance of my application or the service I provide. I agree that RSPCA ACT may reject my application for any reason and, if my application is accepted, may terminate my engagement as a volunteer at any time and for any reason.

Thank you for completing this application. Please return it to:

Email volunteers@rspca-act.org.au Post - PO Box 3082, Weston Creek ACT 2611

This section is to be completed to assist us in assessing your application.

| | |
|--|--|
| <p>Why do you want to become a dog walker with the RSPCA ACT</p> | |
| <p>Have you ever owned or been fully responsible for a dog</p> | |
| <p>What previous experience have you had with dogs</p> | |
| <p>What do you know about force free/fear free training?</p> | |
| <p>Have you attended dog training classes, if so who and when was this facilitated by?</p> | |
| <p>Have you had any experience using equipment beyond a standard flat collar and lead</p> | |
| <p>What experience have you had with dogs who display reactivity to other dogs</p> | |
| <p>How do you think you will cope knowing that in some situations, when it is in the animal's best interest, they might need to be euthanised by the RSPCA ACT?</p> | |
| <p></p> | |

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|---|---|
| Medical Information | |
| <p>Ensuring our volunteers are safe and supported is important to us. Your answer to the following questions will help meet our mutual needs and allow us to consider any reasonable adjustments that may be required to enable you to perform volunteer tasks.</p> <p>Please note that we are unable to engage pregnant women as volunteers due to the nature of the volunteer roles and the fact that our volunteer insurance cover does not extend to volunteers who are pregnant.</p> <p>Please also note that all applicants for animal-based roles must be able to meet the 'Essential Capabilities of RSPCA ACT Animal Based Roles', for safety reasons, reasonable adjustments cannot be made in these areas.</p> | |
| <p>Please include information about all health-related issues (including any physical or psychological medical condition, disability (physical or intellectual), allergy, or past injury, as well as any medication which you are taking or medical treatment which you are undergoing).</p> | |
| <p>Do you currently:</p> <ul style="list-style-type: none"> suffer from any health-related issues, allergies and/or medical conditions or injuries (past or present)? take regular medication? undergo regular medical treatment? | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| <p>If yes, please provide details.</p> | |
| <p> </p> | |
| <p>Are there certain tasks which you are unable to safely undertake?</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| <p>If yes, please provide details.</p> | |
| <p> </p> | |
| <p>Do you have any form of disability (physical or intellectual)?</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| <p>Please advise of any support requirements you may have or any personal considerations which may impact tasks you will be required to perform in your volunteer role.</p> | |
| <p> </p> | |

Essential capabilities of RSPCA ACT animal-based volunteer roles

There are several essential capabilities required of volunteers working in animal-based roles at the RSPCA ACT. These physical, mental and emotional capabilities assist us to ensure the safety of our volunteers, animals, staff and customers.

Physical capabilities

Quick reflexes and ability to use both hands simultaneously.

- High level of manual dexterity to leash/harness animals.
- Ability to walk unaided on unpaved, uneven, rugged and sometimes muddy and slippery exercise yard and lawn areas.
- Ability to bend and squat in order to leash/harness and pick up an animal or clean a cage.
- Ability to lift up to 10kgs.
- Ability to stand for significant periods of time (shifts up to two hours).
- Average vision to move safely around the building, to be able to observe animal body language without difficulty, and to be able to read notes on animals' paperwork.
- Average sense of smell and touch in order to assess body condition of animals and/or living areas, and to note signs of illness or injury.
- Ability to hear if animal is growling or making sounds indicating fear or pain.
- Ability to communicate effectively both written and verbally.
- Ability to manoeuvre well in tight spaces and react and move quickly in order to prevent dogs or cats from escaping.
- Ability to handle and restrain animals of small to large size with extreme caution and care. This requires average vision, hearing, steadiness of hands and body, quick reflexes, physical strength, and mental alertness.
- Must not have strong allergies to dogs, cats or other companion animals that can't be managed by medication, or to chemicals used in grooming or cleaning.
- Ability to deal with strong and unpleasant odours, fleas, faeces and possible wounds or injuries to animals in our care.
- Ability to cope with a very loud environment due to animal noises.
- Ability to reach cabinets and cages at least six feet in height, using a step stool as needed.
- Ability to push bins of laundry; load and unload washer and dryer; fold clean laundry and put away, reaching shelves from ground level up to six feet, using a step stool as needed.
- Sufficient strength to manage pulling of large dogs if in a walking role.

Mental Capabilities

- Ability to understand, remember and follow instructions and procedures.
- High level reading, writing, spelling and communication skills (example: understand words such as quarantine, euthanise and other common industry-related terms).
- Possess problem-solving capability.
- Must be aware of potentially dangerous situations when working with the animals, must be able to remain calm with animals who are upset; behave sensitively and confidently; show good judgement and act appropriately in these situations.

Emotional Capabilities

- Ability to cope with unexpected animal behaviour without assistance.
- Ability to cope with a highly emotionally charged environment with some animals that are homeless, abandoned and/or abused, as well as the reality that some of the animals in our care may be euthanised.
- Ability to understand and comply with RSPCA ACT policies and positions regarding companion animals, animal control, and other key animal welfare issues and an ability and willingness to demonstrate a commitment to and support of these positions.

Level of supervision

- Once trained, must be able to work with minimal supervision, yet must recognise limitations in knowledge and abilities, and ask for help when needed.
- Should be able to work independently for long periods of time, as well as work within a team atmosphere with other volunteers or staff.

Other

- A fairly high level of experience and familiarity with cats and dogs and their behaviour is desirable.
- All animal-based roles involve some cleaning, and can involve the use of hazardous or toxic chemicals.

I _____ am able to meet all of these aforementioned essential capabilities, which are required of me to perform an animal-based volunteer role.

| | |
|-----------|--|
| Signature | |
| Date | |