



Animal Rescue, Placement & Education

Volunteer Application

Date of Application: _____

Applicant Information

Please print

Date of Birth: ____/____/____ mandatory if under 18 years

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone () _____ Work Phone: () _____ Cell: () _____

Fax: () _____ e-mail: _____

Pager #: () _____ Driver's License #: _____

Occupation: _____

Current Employer: _____

List any degrees obtained: _____

Are you bi-lingual? Yes No

If "Yes" which languages: _____ Read Write

Do you have any disabilities? Yes No

If "Yes", list special accommodations needed: _____

Experience:

Have you worked/volunteered for any other non-profit organization? Yes No

If "Yes", which organization? _____ Years of Service _____

Are you a member of any animal welfare organizations? How do you participate? _____

List previous experiences (volunteer, paid, or educational) that would be helpful in working with animals:

How did you hear about **Life 4 Paws**? Brochure Friend Newspaper Radio School
Shelter TV Other _____

Why do you wish to become a volunteer at this time with **Life 4 Paws**? _____

Are you volunteering to complete community service ___No ___ Yes (If Yes, please answer the following)
Is this for School _____ Other _____ (If other, please explain) _____

How many hours are you required to complete: _____

Life4Paws cannot sign off until a minimum of 50 hours of community service have been completed. We will furnish a letter stating that you have started your community service but Life4Paws is unable to sign any forms until completion of the 50 hours.

References

Name: _____ Phone # () _____

Name: _____ Phone # () _____

Emergency Information (mandatory)

In case of an emergency, the contact person is:

Name: _____ Phone # () _____

Address: _____

Relationship: _____

Statistical Information

Age Group 0-12 13-18 19 – 39 40-64 65+ Gender: Female Male

Availability:

When are you available to start your volunteer work? _____

Please indicate the day(s) of the week and hours you are available for volunteer work:

MON: ___-___ TUE ___-___ WED ___-___ THUR ___-___ FRI ___-___ SAT ___-___ SUN ___-___

Other: _____

Areas of Interest

Check all that apply

Education Office Transport Shelter Watch Fostering Special Projects Groomer

Animal Rescue Return Telephone calls Answer e-mails picture posting picture taking

Internet/web Chip-a-Pet Other please specify _____

Have you ever been convicted of any crimes, including those against animals? (Do not include minor traffic violations) Yes No

Offense _____ Date: _____ Location: _____

Fine/Sentence _____

Are you currently on probation, parole or awaiting trial? (Please explain) _____

I declare under penalty of perjury that all statements on this application form and attachments are true and complete to the best of my knowledge. I understand that false, misleading or incomplete information shall be cause for disqualification.

Note: False statements made under penalty of perjury may also result in criminal prosecution.

Please note all volunteers under the age of 16, must be accompanied by either a parent or guardian at all times, to all functions of Life 4 Paws, unless prior written consent by both parent/guardian and Life 4 Paws have been given.

Volunteer signature _____ Date: _____

If volunteer is under 18 years of age Parent or Guardian signature is also required.

Parent/Guardian signature: _____ Date: _____

For Office Use Only

Application Received by: _____

Entered into Database Date: _____ By: _____



Animal Rescue, Placement & Education
A non-profit corporation

Volunteer Hold Harmless

This document provides for the release of liability of Life 4 Paws organization due to actions of any animal which has been released into the ownership of Life 4 Paws:

Name: _____

Address : _____

City/State/Zip Code: _____

Home Phone: _____ Cell: _____

Email: _____

Life 4 Paws has no way of predicting the actions or disposition of any animal released to them. I acknowledge that every effort has been made to assess the disposition of animals released to Life 4 Paws; however; they may act unpredictably. I agree to take necessary precautions to prevent accidents and monitor their actions to the best of my ability.

I will keep the animal under control at all times properly confined in a crate/cage or on leash at all times when traveling or in public. I will confine the animal as appropriate for that particular animal. **For dogs in a fenced yard or kennel run or inside my house or garage when it is not with me or a with a responsible adult from our family. At no time will this dog be placed outside on a tie-out unless under the direct supervision of a responsible adult. When off my property, the dog will be kept on a leash unless it is in a fenced area approved for free running dogs . For cats they will be kept inside at all times and if necessary in a cat pen. Guinea pigs, hamsters etc., will be kept in cages at all times.**

To indemnify and hold harmless Life 4 Paws and thereof from any loss, damage or expense incurred for or by this animal.

Signed: _____ Date: _____



**Waiver and Release of Liability
For Volunteers under 18 years**

I, _____ am the parent or

Legal Guardian of _____, age _____.

I understand and agree that this child will be volunteering with Life4Paws and in the course of such volunteer work, said child will have direct contact with domestic animals.

I further understand and agree that the behavior of domestic animals is sometimes unpredictable and that these animals are capable of inflicting serious personal injury or death, as well as extensive property damage. Knowing the risks of handling said animals, on behalf of the minor and myself, I agree to assume those risks and to release, indemnify and hold harmless Life4Paws and/or any of its Officers, Directors, Employees Agents or Contractors, for any and all personal injury and/or property damages resulting from said child's volunteer work.

I also understand and agree that if said child is under the age of 16 years that a legal guardian shall accompany the child to all events held by Life4Paws, unless prior written authorization/arrangements have been given to Life4Paws prior to the event(s).

I hereby provide Life4Paws authority to seek emergency medical treatment if necessary.

I have no knowledge of any medical or other condition that would prohibit or prevent said child from volunteering for Life4Paws.

Name (Please Print)

Signature

Date

Life4Paws Inc.
A 501 (c)(3) Nonprofit Corporation
Tax ID 95-4827495

Volunteer Employee Confidentiality Agreement

The following confirms an agreement as to an essential term of volunteer employment, between _____, ("EMPLOYEE") and Life4Paws, Inc., a non profit corporation (Life4Paws, Inc., and its individual executives and officers are collectively referred to as "EMPLOYER"). EMPLOYEE's signature below is a material part of the consideration for continuation of his/her employment by EMPLOYER:

1. **Purpose of Agreement:** EMPLOYEE understands that EMPLOYER possesses or will possess EMPLOYER's "Sensitive and Proprietary Information" which is important to it, and that it is critical for EMPLOYER to preserve and protect this Sensitive and Proprietary Information (as defined in Section 2a. below).

2. **Sensitive and Proprietary Information:** EMPLOYEE understands that during the term of his/her employment, and in the course of discharging his/her duties, EMPLOYEE may also have access to and possess such Sensitive and Proprietary Information pertaining to EMPLOYER. EMPLOYEE understands that his/her employment creates a relationship of confidence and trust between EMPLOYEE and EMPLOYER with respect to this Sensitive and Proprietary Information. Such Sensitive and Proprietary Information including but not limited to information regarding grants, funding and/or funding in progress is not to be used, disseminated or discussed by EMPLOYEE outside of Life4Paws, Inc. business activities.

a. For purposes of this Agreement, "Sensitive and Proprietary Information" includes, but is not limited to: confidential information concerning EMPLOYER and EMPLOYER's clients; confidential information concerning EMPLOYER's business, family, and personal relationships; personal information concerning EMPLOYER and EMPLOYER's clients; personal information concerning EMPLOYER's and EMPLOYER's clients' family; financial information concerning EMPLOYER and EMPLOYER's clients; financial information concerning EMPLOYER and EMPLOYER's clients including but not limited to bank account information; social security numbers; private residence locations, email addresses, driver's licenses; unlisted telephone numbers; database; adopters' information; rescue group information; contact information; vendor information; grants; funding and the like.

3. **EMPLOYER Records/Materials:** EMPLOYEE understands that EMPLOYER possesses or will possess "EMPLOYER Records/Materials" (as defined in section 3a. below) which are important to EMPLOYER's business and other operations.

a. For purposes of this Agreement, "EMPLOYER Records/Materials" are documents or other media or tangible items that contain or embody Sensitive and Proprietary Information, personnel information, private personal information, confidential information, or any other information concerning: EMPLOYER's business; EMPLOYER's household;

EMPLOYER's family; and the schedules, itineraries, routines or plans of EMPLOYER, whether such documents have been prepared by EMPLOYEE or by others. "EMPLOYER Records/Materials" include, but are not limited to: photographs, video, charts, graphs, ledgers, contacts, receipts, files, memoranda, reports, notebooks, diaries, lists, computer disks, tapes or printouts, electronic mail, databases and other electronic, printed, typewritten or handwritten documents and the like.

b. In addition, if EMPLOYEE enters into an Agreement with a prospective client, contact information must be given to Life4Paws, Inc. within 24 hours of obtaining same and before further contact is made as EMPLOYEE is a representative of Life4Paws, Inc. and not at liberty to enter into Agreements on behalf of Life4Paws, Inc. without prior approval.

4. **Misuse/Nondisclosure:** In consideration of EMPLOYEE's employment by EMPLOYER and the compensation received by him/her from EMPLOYER from time to time, EMPLOYEE hereby agree as follows:

a. All Sensitive and Proprietary Information shall be the sole property of EMPLOYER. At all times, both during his/her employment by EMPLOYER and after its termination, EMPLOYEE will keep EMPLOYER's Sensitive and Proprietary Information in confidence and trust, and will not misuse or misappropriate it. EMPLOYEE will not disclose any Sensitive and Proprietary Information or anything relating to it, directly or indirectly, to any other person or entity without the prior written consent of EMPLOYER.

b. All EMPLOYER Records/Materials are and shall be the sole property of EMPLOYER. EMPLOYEE agrees that during his/her employment by EMPLOYER, EMPLOYEE will not remove any EMPLOYER Records/Materials from the premises of EMPLOYER or deliver or in any manner disclose any EMPLOYER Records/Materials to any person or entity other than EMPLOYER without the prior written consent of EMPLOYER. EMPLOYEE further agrees that, immediately upon the termination of his/her employment by EMPLOYEE or by EMPLOYER for any reason, or during EMPLOYEE's employment if so requested by EMPLOYER, EMPLOYEE will return all EMPLOYER Records/Materials, apparatus, equipment and other physical property, or any copy or reproduction of such property.

c. All Records/Materials that are to be discarded at the request of the EMPLOYER are to be shredded.

d. All items donated to Life4Paws, Inc. (including but not limited to food, crates, etc.) at an event or to an EMPLOYEE outside of an event and such donation is earmarked as a donation to Life4Paws, Inc. is the sole property of Life4Paws, Inc.

5. **No Breach of Prior Agreement:** EMPLOYEE has not entered into, and agrees he/she will not enter into, any agreement either written or oral in conflict herewith.

6. **Notification:** EMPLOYEE agrees that his/her obligations under paragraph 4a. of this Agreement shall continue in effect after termination of his/her employment, regardless of the reason or reasons for termination, and whether such termination is voluntary or involuntary on EMPLOYEE's part, and that EMPLOYER is entitled to notify any future employer or potential employer of EMPLOYEE's obligations under this Agreement.

7. **Injunctive Relief:** EMPLOYEE understands and agree that in the event of a breach or threatened breach of this Agreement by him/her EMPLOYER may suffer irreparable harm and will therefore be entitled to injunctive relief to enforce this Agreement.

8. **Successors and Assigns; Assignment:** This Agreement is binding upon EMPLOYEE, his/her heirs, executors, assigns, and administrators and inures to the benefit of EMPLOYER, its subsidiaries, successors, agents, and assigns.

9. **Amendment and Modification:** This Agreement can only be modified by a subsequent written agreement executed by EMPLOYER.

EMPLOYEE HAS READ THIS AGREEMENT CAREFULLY AND UNDERSTANDS, ACCEPTS, AND AGREES TO THE OBLIGATIONS TO PROTECT EMPLOYER CONFIDENCES WHICH IT IMPOSES UPON HIM/HER WITHOUT RESERVATION. NO PROMISES OR REPRESENTATIONS HAVE BEEN MADE TO EMPLOYEE TO INDUCE HIM/HER TO SIGN THIS AGREEMENT. EMPLOYEE SIGNS THIS AGREEMENT VOLUNTARILY AND FREELY, IN DUPLICATE, WITH THE UNDERSTANDING THAT ONE COUNTERPART WILL BE RETAINED BY EMPLOYER AND THE OTHER COUNTERPART WILL BE RETAINED BY EMPLOYEE.

Dated: _____, 20 _____

Dated: _____, 20 **Life4Paws, Inc.**
By _____
Life 4 Paws Lead Volunteer
Print _____