

**VOLUNTEERING FORM FOR REHOMING CENTRE**

**Please note, we do not accept SOK or school project volunteers.**

**Please do not use this form for shop or fundraising roles**

Please complete this application form and return it to info@spcamalta.org. You do not need to print the form – an email return will count for an electronic signature.

**GENERAL INFORMATION**

Please include at least one phone number where we can reach you during business hours and an email address that you check frequently. All the below are required

**Name: Date of Birth:**

 **Address:**

 **Email: Mobile no.:**

**ID card no.:**

**EMERGENCY CONTACT**

We will attempt to contact the following person in the event of a personal emergency. (This name and contact will be visibel to other staff and volunteers).

**Name:

Address:**

 **Email: Mobile no.:**

 **Relationship:**

**CHARACTER REFERENCE CONTACT**

We will need one character reference from a person who knows you professionally or formally, as you will have contact with animals and vulnerable people. Family members or friends may not be used for this purpose.

**Name:

Address:**

 **Email: Mobile no.:**

 **Relationship:**

**We will contact this reference after any volunteer interviews have taken place and ask them to fill in a reference form.**

# **PHYSICAL CAPABILITIES/LIMITATIONS**

Do you have any physical limitations (difficulty standing, lifting, hearing, etc.) that might affect your ability to volunteer for certain jobs? If so, please describe briefly.
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# **AVAILABILITY**

Please indicate the dates and days you wish come:

All placements are at specific times depending on the role being carried out. Usually mornings only.

During your placement at the rehoming centre you will be required to:

* Help clean and care for dogs and cats (including scrubbing and disinfecting kennels and animal care rooms).
* Socialising cats by sitting with them.
* Dog walking.
* General cleaning and tidying.
* Help the staff with intake and adoptions.
* Work with visiting vets.
* Support other staff with events.
* Attend any internal training sessions

**CODE OF CONDUCT**

Our volunteer code of conduct encompasses the following areas of work and behaviour:

1. Respect
2. Personal Responsibility
3. Safety
4. Collaboration
5. Clothing
6. Animals

**Respect**

* Treat all MSPCA staff, volunteers and clients with dignity, respect, and worth. Make a commitment to be non-judgmental about cultural differences, and the life-style of all. Remember that many of our staff, and many animal adopters and customers are not Maltese and may have different behavioural norms. Remember that many of our staff and animals adopters are Maltese and may have different behavioural norms.
* Avoid profanity and abusive language, and disruptive behaviour (including arguing and shouting) that is harmful to people or animals.
* Abstain from the use of photo, audio or video recording without consent.
* Respect confidential information and the confidentiality of the organisation. Interns are responsible for maintaining confidentiality of privileged information to which they are exposed, whether this information involves a single staff member, volunteer, client or other person.
* Not to promote my political, cultural, or religious beliefs.
* Respect the organisation you are recruited for and do not place them in a bad light. Be sure of facts before reacting.

**Personal responsibility**

* Attend shifts you have agreed to, do not attend when not agreed, and inform absences in good time in advance.
* Ensure you understand that the purpose of your visit is internship, not partying!
* Accept instructions with an open mind and a willingness to learn.
* Avoid conflict of interest situations and refrain from actions that may be perceived as such. Interns at the MSPCA are asked not to volunteer at other animal NGOs as there is an increased risk of cross-transmission of diseases, especially with other NGOs which do not carry out adequate preventive care of animals.

**Safety**

* Do not bring to the premises or be under the influence of alcohol or illegal drugs.
* Do not enter areas of the premises which are not part of your working zone.
* Wear appropriate clothing. All items of clothing must be suitable for the work environment and should not contain offensive or objectionable material or branding of other animal NGOs.
* Follow safe workplace practices, including participation in applicable education sessions, using appropriate personal safety equipment and reporting accidents, injuries, and unsafe situations.
* Report concerns tactfully and to appropriate managers

**Clothing**

* For roles with access to the animal areas, shoes must be worn which cover the whole foot and which have a grip / tread on the soles.
* Shorts should be just above the knee (please note that dogs jump up and sharp claws can leave scars. We recommend longer trousers or jogging or tracksuit pants).
* Interns should change out-of and into different clothing between contact with our animals and others. They should also ensure they change out of clothing between contact with our animals and persons whose age, illness or current medication may weaken their immune system.

**Collaboration**

* Be a team player. Keep an open mind and value the input and suggestions of volunteers, and colleagues and support us to the best of your ability.

**Animals:**

* Our animals (including their care, feeding and exercise) are the daily responsibility of our animal care staff. Even a realtively new staff member who has only been with us for 6 weeks will, in reality, have more knowlede and experience of specific animals’ needs than a volunteer who has attended once a week for 6 years.
* Volunteers will be given the section of the operations manual concerning animal care and are asked to follow this. Daily tasking is by the staff.
* Volunteering is with all the animals of that type, and volunteers are expected to work with the whole group, not just favourites.
* Shouting as a means of communication is not permitted in the centre.
* Dog walking routes must be followed.
* Follow all biosecurity instructions (handwashing, shoes, clothing etc) and only work wiht the animals assigned to you.
* Do not bring your own animals to the premises

Please note, we do not pay salaries, expenses or accommodation costs.

**WAIVER AND RELEASE OF LIABILITY**

In being allowed to volunteer at the MSPCA, I acknowledge that there are certain risks of injury involved, and I knowingly and freely assume all such risks and assume full responsibility for my participation. To the extent allowed by law, I agree to indemnify and hold blameless the MSPCA, its officers, employees, agents, representatives and volunteers, of all liabilities and all loss or damage to person or property which may occur or be incident to my involvement or participation.

**CONFIDENTIALITY AGREEMENT**

I recognize that I may have access to confidential information concerning MSPCA, its members, customers, agents, employees, volunteers or representatives. In consideration of any volunteer status with MSPCA, I agree I will not at any time, during or after volunteering for MSPCA, divulge or reveal to any person, firm, or corporation, any information (including, but not limited to, personal or financial information or members lists), directly or indirectly, which might in any way be used to injure or interfere with the business of MSPCA, or to alienate members, customers, agents, employees, volunteers or representatives from MSPCA or to cause discontent or dissatisfaction among any such persons.

**PERSONAL**

Why do you want to volunteer for the MSPCA? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BY CHECKING THE FOLLOWING "I AGREE" BOX, I UNDERSTAND THAT I AM INDICATING MY AGREEMENT WITH THE TERMS OF ALL THE PRECEDING SECTIONS.**

**I AGREE Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GDPR NOTICE: This form is retained securely for the duration of volunteering and for a further 12 months for reasons relating to legislation relevant to volunteering only. If your volunteering does not proceed your form will be shredded after 2 months. Many thanks.**