



## EXPERIENCE & REFERENCES

<b>Animal Preference</b>	Cats <input type="checkbox"/>	Dogs <input type="checkbox"/>	Both <input type="checkbox"/>		
<b>Are there any professional skills that you can offer the Refuge if needed?</b>					
Painter <input type="checkbox"/>	Plumber <input type="checkbox"/>	Carpenter <input type="checkbox"/>	Fencing <input type="checkbox"/>	Admin <input type="checkbox"/>	Public Relations <input type="checkbox"/>
Other <input type="checkbox"/>	Please detail				
<b>Are there any particular areas of interest you have that may be of use to the Refuge?</b>					
Eg gardening, mowing, maintenance.					
<b>Have you volunteered or worked with any animal welfare agency before?</b> YES / NO					
If yes, please give details.					
<b>Are you currently:</b> <input type="checkbox"/> Employed <input type="checkbox"/> Student <input type="checkbox"/> Home Duties <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed					
Please provide current employer's name and contact details if you are agreeable to a reference check.					
<b>How did you hear about us and what prompted your interest to volunteer?</b>					

## DECLARATION

<p>I (NAME) _____ declare that the information I have given is true and accurate. I have read &amp; accept the above volunteer work terms and conditions of the Refuge. If I am accepted as a volunteer at the Refuge, I agree that I will abide by all the Refuge Policies and Procedures, and I understand that I will carry out my duties as assigned and follow the instructions of my Refuge Supervisor at all times. I acknowledge &amp; understand that as a volunteer I am not an employee or contractor of the refuge and I am not entitled to be paid for the work I carry out. I provide my services voluntarily and without cost to the refuge. I understand that I can withdraw my services at any time, and that the Refuge can cancel my participation as a volunteer at any time. As a representative of the Refuge, I agree not to negatively represent the Refuge or its position or campaigns. I also agree to adhere to the Refuge confidentiality policies.</p>	
_____	_____
<b>Volunteer Signature</b>	<b>Date</b>

*The Sunshine Coast Animal Refuge Society complies with the National Privacy Principles, therefore your personal information will not be used for any marketing purposes or disclosed to other parties without your consent.*

<b>OFFICE USE ONLY</b>	Date Received:	Date Orientation Attended:
	Comments:	

## **SCARS MANAGEMENT ACKNOWLEDGMENT & RIGHTS**

- No employment contract or employment relationship exists between SCARS and the Volunteer
- Volunteers receive no salary, wages or remuneration for services at SCARS
- SCARS may determine, and alter the rostered hours of volunteers at any time
- SCARS may terminate the services of a volunteer at any time and cancel any part of a programme being undertaken by volunteers at any time
- SCARS can refuse entry to its premises by a volunteer at any time
- Volunteers must abide by the supervision of the SCARS Supervisors and Management at all times
- Volunteers must abide by the SCARS policies and procedures at all times
- Volunteers must not disclose any information relating to SCARS to any person, media or social network without consent from Management
- Volunteers must not remove any property whatsoever from SCARS without Management consent
- Volunteers must not allow children to accompany them whilst engaging in voluntary work for SCARS

## **VOLUNTEERS ACKNOWLEDGMENT & RIGHTS**

Unlike paid staff, volunteers are not covered by award or work place agreements, however do have rights, some of which are enshrined in legislation, and some which could be considered the moral obligations of an organisation involving volunteers.

The Sunshine Coast Animal Refuge recognises the following volunteer rights which are the basic rights of a volunteer as promoted by Volunteering Australia.

- to work in a healthy and safe environment in accordance with the Workplace Health and Safety Act 1995 (Qld)
- to be engaged in accordance with equal opportunity and anti-discrimination legislation
- to be covered by insurance while on refuge premises if between the ages of 18 and 75
- to be given accurate and truthful information which is relevant to them about SCARS
- to be reimbursed, when pre-arranged, for out-of-pocket expenses incurred whilst volunteering for the SCARS
- to have access to the SCARS policies that affects them as a volunteer
- to have an agreed volunteer roster and task specifications
- to have access to a grievance procedure
- to be provided with orientation to SCARS
- to be provided with sufficient supervision
- to withdraw their services as a volunteer at any time
- to ensure private information of volunteers is managed as per the National Privacy Principles

**I have read & accept the above Volunteer and Management Acknowledgment & Rights of the Sunshine Coast Animal Refuge. A copy of these acknowledgment & rights is in the Volunteer Handbook which I have been given and which I have also read, understand and accept.**

\_\_\_\_\_  
VOLUNTEER NAME

\_\_\_\_\_  
VOLUNTEER SIGNATURE

\_\_\_\_\_  
DATE