



Clovis Police Department *Animal Services Division*



Dear Applicant,

Thank you for your interest in serving as a Volunteer for the Miss Winkles Pet Adoption Center with the Clovis Police Department's Animal Services Division. In order to proceed to the next step of the application process, we ask that you please complete the enclosed *Volunteer Application, Letter of Understanding and Agreement, and Volunteer Applicant Agreement and Release Form*. All documents must be completed in their entirety in order for your application to be considered.

Mail completed documents to:

Clovis Police Department
Attn: Erin Ford-Horio
1233 5th Street
Clovis, CA 93612

Completed documents can be returned in person to:

Miss Winkles Pet Adoption Center
85 Temperance Avenue
Clovis, CA 93611

Note: Hours of Operation, Tuesday - Sunday from 10 a.m. - 6 p.m.

At this time, please note that new applicants will not be contacted or considered until January 2018. Should you have any questions about the program, please contact ChristinaM@cityofclovis.com. Thank you for your interest in the animals of Clovis!

Sincerely,

Erin Ford-Horio, MPA
Clovis Police Department



Clovis Animal Services
in partnership with
Clovis Police Department



VOLUNTEER APPLICATION
18 YEARS OF AGE AND OVER

FULL NAME: _____ DOB: _____

ANY PREVIOUS NAMES OR AKAS: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONES: HOME(____) _____ WORK(____) _____ CELL(____) _____

DRIVER'S LICENSE #: _____ E-Mail: _____

EMPLOYMENT INFORMATION - Last Five Years - Attach Additional Sheets As Necessary
List most recent employer first

COMPANY NAME: _____ PHONE:(____) _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

FROM: _____ TO: _____ JOB TITLE/DUTIES: _____

COMPANY NAME: _____ PHONE:(____) _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

FROM: _____ TO: _____ JOB TITLE/DUTIES: _____

COMPANY NAME: _____ PHONE:(____) _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

FROM: _____ TO: _____ JOB TITLE/DUTIES: _____

Have you ever been fired, released from probation, or asked to resign from any place of employment as well as any volunteer service? Yes _____ No _____ If yes, please explain _____

PERSONAL INFORMATION

Are you bilingual? Yes _____ No _____ If yes, what language(s): _____

Speak: _____ Read: _____ Proficiency: (Circle One) Fair Good Excellent

Education and training: _____
(List highest level of education and any specialized training received)

Hobbies and interests: _____

What skills do you have which would be helpful as a volunteer? _____

Do you have training or experience in animal care, animal welfare, or been involved in an animal organization? Please describe.

What volunteer duties would you be interested in? Check all that apply.

- | | | | | | |
|-------------|-----|-----------------------|-----|-----------------------|-----|
| Cleaning | ___ | Education Program | ___ | Pet Assisted Therapy | ___ |
| Foster Cat | ___ | Community Events | ___ | Administrative | ___ |
| Foster Dog | ___ | Rescue Transportation | ___ | 9-Lives Socialization | ___ |
| Dog Walking | ___ | Humane Education | ___ | Digital Photography | ___ |
| Matchmaking | ___ | | | | |

Approximate number of hours per week that you can volunteer: _____

Day and Times Available:	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Morning:							
Afternoon:							

How would you describe your temperament, ability to follow directions, and ability to get along with other people? _____

CRIMINAL HISTORY

Have you ever been arrested, charged, or convicted of any crime (not including traffic tickets, unless you were taken into custody)?

No: _____ Yes: _____ If yes, please include date and details: _____

Have you ever taken a controlled substance, not prescribed by a physician? If yes, what type of substance and date of last usage.

Have the police ever been called to your home for any reason? If yes, please explain: _____

Have you ever been the victim of a crime? If yes, please explain. _____

Did law enforcement investigate the crime to your satisfaction? If no, why? _____

Have you ever been fingerprinted? Yes _____ No _____ If yes, please explain: _____

OTHER

How did you hear about our Animal Services Volunteer Program? _____

Please complete a one page narrative explaining your reasons for wishing to become a volunteer for Clovis Police Department Animal Services.

I certify that all statements on this application, including criminal and employment information or any supplements, are true and complete to the best of my knowledge and belief. I understand that any falsification will be considered cause for disqualification.

Signature: _____ **Date:** _____



Clovis Animal Services
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VOLUNTEER APPLICANT AGREEMENT AND RELEASE FORM

Date: _____

I, _____, in signing this document, understand and agree to the following:

- I agree to abide by the policies and procedures laid down by Clovis Animal Services.
- I agree to be supervised by the Adoption Center Supervisor and will report to the Adoption Center Supervisor regarding any issues, concerns, suggestions, complaints, or problems with employees and/or other volunteers.
- I agree to indemnify and hold harmless Clovis Animal Services, its officers, agents and employees from and against any and all liability whatsoever arising out of or related to my duties under this agreement or for any negligent act or omission by Clovis Animal Services, its officers, agents and employees.
- I agree to keep all records, names of employees, pet owners (previous and new) confidential.
- I agree to report any injury, inappropriate behavior or poor treatment of animals to the Volunteer Coordinator or Adoption Center Supervisor immediately.
- I agree to allow Clovis Animal Services to use any photographs taken of me for use in public relations efforts and hold Clovis Animal Services harmless for any loss or damage to my personal property while performing volunteer services.
- I understand that Clovis Animal Services is a division in the Clovis Police Department and they want to ensure safety for their staff and the general public. I agree to allow the Clovis Police Department to fingerprint and/or run a background check on me at any given time.
- If I am unable to abide by the policies and procedures I agree to resign from the volunteer program.

I have read this document in its entirety and I understand and agree to these guidelines set by Clovis Animal Services. I am aware that I may be prosecuted if I provide false information to Clovis Animal Services.

Signature _____ Date: _____

Emergency Contact: _____ Relation: _____

Emergency Phone: Home () _____ Work () _____

Cell () _____



Clovis Police Department City of Clovis

1233 Fifth Street • Clovis, CA 93612
(559) 324-2400

LETTER OF UNDERSTANDING AND AGREEMENT

I, _____, understand and agree that as an applicant for a volunteer position with the Clovis Police Department, Animal Services Division, that a background investigation is necessary.

I further understand and agree that should any information come to the attention of the Clovis Police Department during the processing of my application and/or background investigation which may be adverse to the standards of the Department, the Chief of Police or her designees has the authority to disqualify me from further consideration.

I additionally understand, agree, and accept as a condition for further consideration as a Clovis Police Department Citizen Volunteer, that should the Chief of Police or her designees decide to terminate consideration of my application for any reason, the information remains confidential and I waive the right to know such information and/or its source.

Finally, I agree to waive any and all administrative and/or legal actions or proceedings against the Clovis Police Department, its employees, and agents regarding the application and selection process for the Citizen Volunteer Program.

Applicant Signature: _____ Date: _____