



## Thinking of Volunteering at the Peterborough Humane Society?

Great! Here's what to do:

1. Fill out the attached Volunteer Application as directed.
2. Choose two people as personal references (not immediate relatives) to fill out the reference forms provided.
3. Return the completed forms in a sealed envelope and identify the position in which you are interested. Please write 'Volunteer Application' on the outside of the envelope.
4. Apply to the police department for a police record check. There is a form and letter with more information in the application package. There is a check box on this form that initiates a request to have the police record mailed to you. This often speeds up the process.
5. You will be contacted to attend an orientation session once we have received all your documentation. At the orientation session training will be arranged specific to your volunteer role.
6. Start your new, fulfilling opportunity to make a huge difference in your community.
7. Receive ongoing feedback.



Name: \_\_\_\_\_

Date of Application \_\_\_\_\_  
(Day/month/year)

Are you at least 15 years old? Yes No (you must be at least 15 yrs old to volunteer with the Humane Society)

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Business Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Why do you want to volunteer at PHS? \_\_\_\_\_

\_\_\_\_\_

Do you need volunteer hours to meet a program requirement? YES NO  
(Identify) \_\_\_\_\_ Name of school if you are a student \_\_\_\_\_

Occupation/Employer: \_\_\_\_\_

May we contact you at work? YES NO

Do you know anyone who is a volunteer or employee here?

\_\_\_\_\_

When was the last time you visited the PHS shelter? \_\_\_\_\_

What was the purpose of your visit? \_\_\_\_\_

For which volunteer position are you applying? \_\_\_\_\_

Please feel free to identify any *other* areas of interest or expertise you have that you may want to share with us.

Special Events \_\_\_\_

Driver \_\_\_\_

Humane Education \_\_\_\_

Public Speaking/ Presentations \_\_\_\_

Mall Displays \_\_\_\_

Maintenance \_\_\_\_\_

Adoptions Associate \_\_\_\_\_

Dog Walker \_\_\_\_\_

Small Animal socialization \_\_\_\_\_

Office Admin support \_\_\_\_\_

Development/Fundraising \_\_\_\_\_ Foster Care/In trust \_\_\_\_\_

Other \_\_\_\_\_

Do you have experience in the area in which you want to volunteer? \_\_\_\_\_

Please explain \_\_\_\_\_

**\*\* Applicants whose skills and interests match the needs of our positions will be invited for an orientation session**

Contact:

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Peterborough Humane Society  
Lansdowne St. E.  
(705) 745-4722  
Fax 905-745-9770

\_\_\_\_\_



## Reference Check Questionnaire

**Date of Reference** \_\_\_\_\_

**Name of Reference** \_\_\_\_\_

**Name of Volunteer Applicant** \_\_\_\_\_

The applicant has applied to be a volunteer with the Peterborough Humane Society and has offered you as a reference. We would like to ask you a few background questions. Please use the back if you need more space to write.

- 1) How long have you known the applicant and in what capacity?
- 2) Animals are at the very core of what we do at the SPCA, what can you tell us about the applicant's experience with and regard for animals?
- 3) What can you tell us about the applicant's experience in the area in which s/he wants to volunteer?
- 4) Some of our programs reach out to seniors, youth, children and other vulnerable groups. Do you think the applicant would work well with such groups?
- 5) In your opinion, what qualities or experience does the applicant have, that would make him/her a good PHS volunteer?
- 6) Is there anything else you would like to add concerning the applicant's interest in volunteering with the PHS?

\_\_\_\_\_  
Signature of Reference

\_\_\_\_\_  
Date

Reference Phone Number \_\_\_\_\_



## Reference Check Questionnaire

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**Name of Reference** \_\_\_\_\_

**Name of Volunteer Applicant** \_\_\_\_\_

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- 1) How long have you known the applicant and in what capacity?
  
- 2) Animals are at the very core of what we do at the PHS, what can you tell us about the applicant's experience with and regard for animals?
  
- 3) What can you tell us about the applicant's experience in the area in which s/he wants to volunteer?
  
- 4) Some of our programs reach out to seniors, youth, children and other vulnerable groups. Do you think the applicant would work well with such groups?
  
- 5) In your opinion, what qualities or experience does the applicant have, that would make him/her a good PHS volunteer?
  
- 6) Is there anything else you would like to add concerning the applicant's interest in volunteering with the PHS?

\_\_\_\_\_  
Signature of Reference

\_\_\_\_\_  
Date

Reference Phone Number \_\_\_\_\_



ONTARIO PROVINCIAL POLICE  
VULNERABLE SECTOR SCREENING

IF YOU LIVE OUTSIDE (COUNTY) OF THE CITY OF PETERBOROUGH this form must be delivered in person at the Ontario Provincial Police, 453 Lansdowne St. East, Peterborough, ON (open Mon-Friday 8:30am-4:30pm)

- Take a copy of this letter & form to the OPP detachment
  - No charge (must take this letter with you)
  - Two pieces of ID are required (see attached)
  - Contact the PHS Volunteer Coordinator once the record has been obtained
- 

Date:

To: ONTARIO PROVINCIAL POLICE

Re:

The above named has applied to become a volunteer with the Peterborough Humane Society SPCA. As our volunteers are often required to work with both youth and the elderly, we request that a Vulnerable Sector Screening check be completed.

Thank you for your assistance in this matter.

Yours truly,

Peterborough Humane Society  
(705) 745-4722



LAKEFIELD PETERBOROUGH POLICE  
VULNERABLE SECTOR SCREENING

IF YOU LIVE IN THE CITY OF PETERBOROUGH/LAKEFIELD this form must be delivered in person at the Peterborough Lakefield Community Police, 500 Water Street, Peterborough, ON (open Mon-Thurs. 8:30am to 4:30pm & Friday 8:30am-1:30pm)

- Take a copy of our letter to the police department
  - A charge of \$6.34 will be applied upon submission of this letter
  - Two pieces of I.D. are required (one with photo& address)
  - Contact the PHS Volunteer Coordinator once the record check has been obtained
- 

Date:

To: PETERBOROUGH LAKEFIELD COMMUNITY POLICE

Re:

The above named has applied to become a volunteer with the Peterborough Humane Society SPCA. As our volunteers are often required to work with both youth and the elderly, we request that a Vulnerable Sector Screening check be completed.

Thank you for your assistance in this matter.

Yours truly,

Peterborough Humane Society  
(705) 745-4722