

**STAFF ONLY**

(Please initial when complete)

ID Verified \_\_\_\_\_

Background Check Cleared \_\_\_\_\_

Reference Check Cleared \_\_\_\_\_

Interview \_\_\_\_\_ Date \_\_\_\_\_

VALENCIA COUNTY  
ANIMAL CONTROL AND SHELTER  
P.O. Box 1119  
LOS LUNAS, NM 87031

**VOLUNTEER APPLICATION**

Date \_\_\_\_\_

Name \_\_\_\_\_

Physical Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

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

In case of emergency, please notify:

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

Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

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**Are you a minor under the age of 18? (Circle one)      Yes      No**

If yes, Parent/Guardian Signature is required to process this application.

NOTE - Children under the age of 18 must be accompanied at all times by an adult, at orientation, training, interview and during actual volunteering. An adult may only accompany one child under 18 at a time except by special arrangement in advance.

**COMMUNITY SERVICE - If you have a court order to perform community service you need to see front desk staff.**

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Please note if you have any form of health insurance coverage:    Yes \_\_\_\_\_    No \_\_\_\_\_

Please indicate which volunteer position for which you would like to be considered:

_____ Greeter	_____ Marketing	_____ Off-site Cat Adoption Coord.
_____ Dog Socializer	_____ Clerical	_____ Other: _____
_____ Cat Socializer	_____ Community Events	
_____ Kennel Assistant	_____ Rescue Transport	

Are you volunteering as part of a school or academic program requirement? \_\_\_\_\_

With which school or institution are you affiliated? \_\_\_\_\_

Why are you interested in volunteering at our shelter? \_\_\_\_\_

\_\_\_\_\_

Please list any previous volunteer experience, or any special skills, abilities, or hobbies which would be helpful at the shelter. \_\_\_\_\_

\_\_\_\_\_

Please describe any and all previous experience you have had working animals: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any physical limitations, including allergies that would limit your ability to perform the work you will do at the shelter in order to better accommodate you? If so, please describe: \_\_\_\_

*Do you understand that euthanasia is performed and even though volunteers are never directly involved in the euthanasia process and are you still willing to work at this facility with this knowledge? (circle one)                      Yes                      No*

What do you believe are some of the biggest problems facing animal shelters today? \_\_\_\_\_

Please list a minimum of three personal references (school program volunteers must include a minimum of one teacher and identify that person as a teacher reference)

Name_____	Phone_____	Address_____
Name_____	Phone_____	Address_____
Name_____	Phone_____	Address_____

Prospective Applicants will be subject to the following requirements:

1. Each volunteer must attend a General Orientation prior to, but not more than 30 days in advance of, beginning your volunteer work. These are held periodically at the shelter facility. The Volunteer Coordinator will call with orientation schedule.
2. All prospective volunteers must complete a personal interview with the Volunteer Coordinator prior to beginning volunteer work at the shelter.
3. All potential volunteers over 18 years of age are subject to a criminal background check and reference check. The County reserves the right to deny volunteer opportunities to individuals based upon the results of these checks.
4. Accepted volunteers will be required to read and adhere to the Volunteer Handbook.

**Signing below indicates acknowledgement of the requirements listed above and gives Valencia County permission to obtain necessary background and reference checks:**

_____ <b>Volunteer Applicant Signature</b>	_____ <b>Date</b>	_____ <b>Date of Birth</b>	_____ <b>SS Last 4 #s</b>
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If applicant is under 18 years old, parent of guardian must complete the following:

_____ <b>Parent/Guardian Signature</b>	_____ <b>Printed Name</b>	_____ <b>Phone Number</b>
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**Thank You! View our website at [www.co.valencia.nm.us](http://www.co.valencia.nm.us) for job descriptions and general information. Questions? Contact Jess Weston, Animal Control Director, at 505-866-2479.**

*Completing this form does not guarantee placement as a volunteer with Valencia County.*