



Please inform us if you require assistance in filling out an application. Individuals with disabilities should request reasonable accommodations in accordance with the Americans with Disabilities Act prior to an appointment.

APPLICATION FOR VOLUNTEER STATUS

The City of Waynesville has a long tradition of working closely with the community to improve and expand upon the City's quality of life. To that end, it is the volunteer that offers their time, knowledge and commitment that ensures the City is able to prepare for the future of not only it's citizens, but the region as a whole.

Please fill out the application, in its entirety.

PERSONAL INFORMATION

Name: (Last, First, Middle Initial) Driver's License No/State:

Address: City/State/Zip Code

Cell Phone: Email:

Are you over the age of 18? Yes No If no, you must be accompanied by a parent or guardian at all times.

Mark each department you are applying for: Park Board Planning & Zoning Commission Animal Shelter Parks Department Other

EMERGENCY CONTACT INFORMATION

Name: Relationship Phone:

APPLICANT BACKGROUND

Occupation: Highest Level of Education:

Please list any Boards, Committees or Governmental Office you are currently or have served on.

Table with 4 columns: Board-Committee-Governmental Office, Title, Length of Service, and a numbered row (1, 2, 3).

Briefly explain your role and/or duties on each Board or Committee you have served on:

**APPLICANT BACKGROUND cont.**

Have you ever quit or been removed from previous boards and/or committees or in any governmental positions in the past?      Yes      No  
If yes, please explain:

**WAYNESVILLE/SAINT ROBERT ANIMAL SHELTER**

If you are applying to volunteer at the Waynesville/Saint Robert Animal Shelter, please fill out this portion of the application.

Describe your experience with caring for animals:

Please check all areas of interest:

- Special Events      Humane Education      Office Assistant      Kennel Staff
- Dog Walking      Customer Service      Volunteer Coordinating

Have you ever adopted from the Waynesville/Saint Robert Animal Shelter?      Yes      No

If so, when? \_\_\_\_\_ Name of pet: \_\_\_\_\_

**PERSONAL STATEMENT(S)**

In your own words, please describe why you are interested in becoming a City of Waynesville volunteer:

Explain how your past experience will benefit the department(s) you are applying for:

List any other special skills or training you may have that you believe would benefit the Department(s) you would like to volunteer for:

**REFERENCES**

*Please list the names of three persons, who are not related to you that we may contact for a personal reference.*

| Name & Address | Cell Phone | Years Known |
|----------------|------------|-------------|
|                |            |             |
|                |            |             |
|                |            |             |

**CERTIFICATION OF APPLICANT – Initial each statement (if applicable)**

Please print before initialing & signing.

**General Certification** \_\_\_\_\_

- \_\_\_\_\_ 1. I certify that all information I have provided is true, complete and correct. I expressly authorize, without reservation, the City of Waynesville, its representatives, employees or agents to contact and obtain information from all references (personal and professional), to otherwise verify the accuracy of all information provided by me in this application and/or interview.
- \_\_\_\_\_ 2. I hereby waive any and all rights and claims I may have regarding the City, its agents, employees or representatives, for seeking, gathering and using truthful non-defamatory information, in a lawful manner, in the application process and all other persons, corporations or organizations for furnishing such information about me.
- \_\_\_\_\_ 3. I understand that the City does not unlawfully discriminate and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for service on any basis prohibited by applicable, local, state or federal law.
- \_\_\_\_\_ 4. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that I will serve the City on a volunteer basis only and may only be compensated for expenses incurred by me, in accordance with City policy and procedure.
- \_\_\_\_\_ 5. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for service, or (ii) may result in my immediate removal from the Board or Committee I serve on, whenever it is discovered.
- \_\_\_\_\_ 6. By signing, you agree that you are volunteering or providing community service on your own behalf and release the City of Waynesville, its officers, employees, and agents from any and all claims, injuries, or actions (including those of active or passive negligence) arising from any activities in which you participate for the City of Waynesville).

**Animal Shelter Volunteer** \_\_\_\_\_

- \_\_\_\_\_ 1. Volunteering or performing community service at the Waynesville Animal Shelter is a rewarding job, but it is not without risks. While we strive to make shelter a safe environment for all our guests, we ask that you observe our rules of safety at all times.
- \_\_\_\_\_ 2. By signing, you agree that you are volunteering or providing community service on your own behalf and release Waynesville Animal Shelter, its director, officers, employees, agents, board members and City of Waynesville from any and all claims, injuries, or actions (including those of active or passive negligence) arising from any activities in which you participate for Waynesville Animal Shelter.
- \_\_\_\_\_ 3. By signing, you understand the risks and hazards inherent upon handling animals, and assume all risks of loss, damage, or injury, including death, that may be sustained while at Shelter or while performing activities for Waynesville Animal Shelter at one of its events or functions.
- \_\_\_\_\_ 4. I give my permission to Waynesville animal shelter to verify any of this information. I understand I must attend a Volunteer Orientation meeting and sign a Volunteer Agreement before I will be allowed to volunteer for Waynesville Animal Shelter.
- \_\_\_\_\_ 5. By signing, you represent that you are 18 years of age and of sound mind. If you are under 18, a parent or legal guardian must sign this form as well. Volunteers and civic community service workers under 16 must be accompanied by an adult at all times.

|                                 |             |
|---------------------------------|-------------|
| Applicant's Signature: _____    | Date: _____ |
| Applicant's Printed Name: _____ |             |

*The City thanks you for your interested and dedication to making Waynesville a better place.*

**OFFICE USE ONLY**

Received by: \_\_\_\_\_ Reviewing Official: \_\_\_\_\_

Department Assigned: \_\_\_\_\_

Recommendation Approved:  Yes  No If no, explain why: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_