

Kloof and Highway SPCA

Society for the Prevention
of Cruelty to Animals



Inhlangano Evikela
Ukuhlukunyezwa Kwezilwane

Village Road, Kloof

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VOLUNTEER APPLICATION FORM

Name

Residential Address

Postal Address

.....Postal Code.....

Telephone Number (H).....(W).....

Mobile

E-mail

Fax

Next of Kin

ID Number

Age

What skills do you have?

.....

.....

.....

Volunteer Application Form continued.....

Why do you want to volunteer?

.....
.....
.....
.....

Do you have any criminal convictions?(If yes, attach details)

Signature:.....

Documents to be attached:

1. Copy of Identity Document
2. 2 x contactable references (NEW VOLUNTEERS ONLY)
3. Annexure A: Indemnity Form
4. Annexure B: Affidavit re: Criminal Convictions
5. Annexure C: Authority to search
6. Annexure D: Terms & Conditions for Volunteers

Signed on this day theof.....

Signature

Idesignationhereby acknowledge receipt of this application and all attached documentation.

Signature

Date

VOLUNTEER INDEMNITY FORM

Ihereby acknowledge that:

- a) I am a voluntary worker of the Kloof & Highway SPCA
- b) I am expected to adhere to the same disciplinary code as full-time employees of the Kloof & Highway SPCA;
- c) I am responsible for my own medical expenses in case of an injury sustained whilst fulfilling my voluntary duties at the SPCA.

I further indemnify the Kloof & Highway SPCA, its directors, office bearers, staff and benefactors against all claims of whatsoever nature by whomsoever which might arise in connection with any incident, accident, injury or any other cause whilst in the voluntary employ of the Kloof & Highway SPCA.

Date: Signed:

Signature of Witness 1:

Full Name of Witness 1:

Signature of Witness 2:

Full Name of Witness 2:

AFFIDAVIT

1.

.....states under oath in English:

2.

I am a(sex).....aged.....with

Identity Number:.....currently residing at

.....

With Telephone No:.....Mobile.....

3.

I hereby certify that I have no criminal convictions.

4.

I know and understand the contents of this statement

I have no objection to taking the prescribed oath

I consider the prescribed oath to be binding on my conscience

Signature of Deponent

COMMISSIONER OF OATHS



AUTHORITY TO SEARCH

I ID number:.....

Am a volunteer at the Kloof & Highway SPCA, and do hereby grant permission to any appointed person (by the Kloof & Highway SPCA Manager), to search my person or vehicle at any time whilst on the property of the Kloof & Highway SPCA, (Glenholme Nature Reserve, 29 Village Road, Kloof).

I understand that any search of my vehicle will be done in my presence.

.....

Signature

.....

Date

.....

Witness

.....

Date

Terms & Conditions for Volunteers

Age Specifications

Volunteers are required to be 16 years old and above.

Under special circumstances children below the age of 16 years may volunteer on condition that they do so under parental / adult supervision.

Indemnity

All volunteers must sign an indemnity for as per Annexure A.

Criminal Conviction

All volunteers must sign an Affidavit as per Annexure B, confirming a clean record with no criminal convictions. Should the Society discover that a volunteer failed to disclose a criminal conviction, such volunteer can be asked to submit an explanation in writing and the Manager of the Society shall make a decision as to whether it is in the best interests of the Society that such a volunteer continue his / her service or whether such service should be terminated. Any termination under this section shall be done in writing and placed on that volunteers file.

Volunteer training / orientation

All long term volunteers are to undergo an orientation course where they are debriefed on the SPCA's basic principles and beliefs, SPCA Act (Rules), by-laws and operations.

Dress Code

Volunteers, whilst performing duties for the Kloof & Highway SPCA should be presentable and neat. Where volunteer T-Shirts have been provided, these should be worn.

Behaviour

No volunteer may have contact with the media regarding an SPCA related concern without the permission of the manager.

No volunteer may provide statistics or information to members of the public that may cause harm to the Society or place the Society in disrepute.

Terms & Conditions continued

Any volunteer who is found to be dishonest, committing a crime, or acts in any manner which is not in the best interests of the Society, shall at the discretion of the manager, be dismissed as a volunteer of the Society.

Volunteers are representatives of the Society and shall at all times act in a professional manner, treating fellow volunteers; staff and members of the public with respect.

Authority to search

All volunteers are required to sign an Affidavit, as per Annexure C, granting the Kloof & Highway SPCA Manager or appointed person, to search their person or vehicle whilst on the property of the Kloof & Highway SPCA (Glenholme Nature Reserve, 29 Village Road, Kloof).

Screening

All new volunteers must complete an application for, attach the required documentation and be interviewed by the manager or appointed person.

Acceptance

Once a volunteer has been accepted, he / she will be notified in writing. NO person shall be accepted as a volunteer unless they fulfill the required criteria.

Ihereby accept these terms and conditions in the best interest of the Society.

.....

Signature

.....

Date