

**PLEASE RETAIN FOR YOUR RECORDS**

Volunteer Duties and Responsibilities

All volunteers must check in with Animal Control Staff upon entering building.

Some of the duties that may be performed by the volunteers are:

- Feeding animals
- Cleaning cages and kennel area
- Cleaning, planting, and care taking of building grounds
- Bathing animals
- Present adoptable animals to public
- Fill out necessary paperwork for adoption of animals
- Walking dogs, playing with cats
- Avoid contact with animals that have been deemed off limits by Animal Control Staff
- Any injuries must be reported to Animal Control Staff immediately
- Shelter phones may be used in case of emergency

Revised 4-2-08



DIVISION OF POLICE  
12650 DETROIT AVE, LAKEWOOD,  
OHIO 44107  
Telephone: (216) 529-5020 Facsimile:  
(216) 529-5021  
Website [www.onelakewood.com](http://www.onelakewood.com)



## Shelter Volunteer Application

Date:

Reference Source:

Name:

Address:

City:

Zip Code:

Phone Number:

Mobile

Land

E-mail:

Social Security :

Birthday

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In case of emergency, notify (Name):

Relationship:

Phone:

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Previous volunteer experience:

Reasons for volunteering:

Special skills:



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### **Applicants Reference Check**

Please list two personal references

Name:

Address:

Relationship:

Phone:

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Name:

Address:

Relationship:

Phone:

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I HEREBY AUTHORIZE THE ABOVE REFERENCES TO FURNISH THE LAKEWOOD ANIMAL SHELTER WITH INFORMATION CONCERNING MY APPLICATION FOR A VOLUNTEER POSITION AND I RELEASE YOU FROM ANY LIABILITY FOR DAMAGES ARISING FROM SAID INFORMATION. ALL INFORMATION WILL BE CONSIDERED CONFIDENTIAL.

Signature of the Applicant

Date

APPLICANT'S RECORD CHECK

POSITION APPLYING FOR \_\_\_\_\_

NAME (maiden and married) \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

DRIVER'S LICENSE NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_ TYPE \_\_\_\_\_

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ EYES \_\_\_\_\_ HAIR \_\_\_\_\_

Have you ever pleaded guilty or been found guilty of any Federal or State Law, County or Municipal statute or ordinance, including minor misdemeanors and traffic violations? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I fully understand that my failure to fully respond either yes or no to the above questions, or withhold any information regarding any conviction, or provide the requested information may result in my application being removed from consideration or may be cause for discharge from service after hire.

~~I hereby authorize the City of Lakewood to conduct a record check of my background and I release the City of Lakewood from any liability for damages arising from said record check.~~

DATE \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

FINDINGS: \_\_\_\_\_

\_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE OF POLICE CHIEF \_\_\_\_\_