

Dear Sir/Madam,

Thank you for your enquiry regarding voluntary work. I have pleasure in enclosing herewith an application form for you to complete and return to the Home at which you wish to volunteer.

Once your completed form is received back, you will be allocated a place on the next available volunteer induction session followed by any secondary training required, dependent upon the work you chose to do with us.

Please note if you have any disability or special needs which require a support worker to accompany you then they must also complete an application form and undergo the training. Prior to completing an application form, your support worker should telephone me. In addition, they must accompany you on every occasion you visit the Home. Due to Health and Safety concerns any disability or special needs may affect the work you are able to do. Our staff reserve the right to refuse any person permission to dog walk.

At Manchester Dogs' Home we cannot accept volunteers under 18 (unless accompanied by an adult. Again the adult would have to undergo all training and accompany you each time you visit the Home).

If you have any queries, problems or just want a chat, please feel free to contact me on either volunteers@dogshome.net or 0161 205 7136.

Yours sincerely,

A. Bowles

Andy Bowles
Assistant Administration Manager
Manchester Dogs' Home

MANCHESTER AND CHESHIRE DOGS' HOMES
AREAS OF VOLUNTARY WORK EXPLAINED

DOG SOCIALISER – Dog walking, playing with the dogs off lead in our secure area, bathing, grooming, just giving extra TLC.

DONATION MONITOR Collecting and receipting and supplying new collection boxes and emptying food bins in stores. Developing new areas where we can have food bins.

EVENTS ASSISTANT Helping at our fundraising events both on our premises and at other venues.

MATCHMAKER and ADOPTION FOLLOW UP Meeting and greeting our visitors and helping them to find the right dog for their family and circumstances. Completing the adoption paperwork and following up with a phone call after 2 weeks and again, after 3 months to see how the dog has settled and to encourage neutering etc.

EDUCATION ASSISTANT Going into the community giving talks and presentations about responsible dog ownership. Helping with our Prevent A Bite Schools Programme (CRB check required) by teaching children respect for animals.

OFFICE AND ADMIN Helping our admin staff at times when they are particularly busy. Doing mail shots and other similar things

CHARITY SHOP ASSISTANT Helping out at either of our Charity shops in Harpurhey or Reddish.

FRIENDS OF THE DOGS HOME Making or donating items that we can sell at our fundraising events or even holding your own stall

DOGGIE PR Photographing our dogs and doing a creative write up (from a doggie perspective) so that these can be posted on our website plus external rescue websites.

MERCHANDISE STALL Could you spare a few hours on Saturday or Sunday afternoon to run our Merchandise Stall within the Manchester Dogs' Home.



Manchester & Cheshire Dogs' Homes Volunteer Application Form

Personal Details

Name

Address

Postcode

Telephone day

Mobile

Age

Email

Volunteer Interest - please tick those areas of volunteering that interest you

Dog Socialiser

Education Assistant

Office Assistant

Charity Shop Assistant

Friends of the Dogs' Home

Adoption Follow up

Doggie PR

Merchandise Stall

Availability - at what times are you available to volunteer?

**Flexible
Weekdays
Afternoons**

**Weekends
Mornings
Full days**

How many days / hours per week do you think you could offer?

Details of other skills or interest

Are you aware of any medical condition(s) that may affect your ability to undertake the volunteering activities that you have indicated on the form?

Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974) Yes No

If you have ticked yes, summarise details on a separate piece of paper. Having a conviction will not necessarily stop you from volunteering, but will need to be taken into consideration when assessing your suitability.



Manchester & Cheshire Dogs' Homes Volunteer Application Form

Please provide details of a friend or relative that we could contact in case of an emergency

Name

Relationship

Address

Contact number

Mobile

We look forward to receiving your application and will ensure that any information you have provided about yourself will be treated as confidential. Your details may be kept on a volunteer database and we may use the data to keep you up to date with other volunteer opportunities Dogs' Home news. Manchester & Cheshire Dogs' Homes may also use your details in future to advise you of other interests which could be of benefit to canine and animal welfare. Should you prefer not to receive these separate mailings, please tick this box

Signature:

Date:

Please return this form to the address below on completion:

Manchester Dogs' Home
Crofter's House, Moss Brook Road,
Harpurhey, Manchester M9 5PG

0844 504 1212

www.dogshome.net

For office use only:

Date Contacted:

Date of orientation:

Name of person completing orientation:

Activities volunteer will carry out:

Details entered on database

YES

NO