

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. Although both Homes are part of the same organisation, the work that is offered at each may vary.

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). Cheshire Dogs Home do not accept volunteers under the age of 18 in any circumstance).

If you have any queries, problems or just want a chat, please feel free to contact me on either [volunteers@dogshome.net](mailto:volunteers@dogshome.net) or 0161 277 6944.

Yours sincerely,

*M. Sutherland*

Mark Sutherland  
Volunteer Co-Ordinator  
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.

**KENNEL CLEANER** Helping us to keep our high standard of hygiene and cleanliness in the kennel areas. **We are not accepting new volunteers for this area of work at the moment.**

**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

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## Personal Details

Name

Address

Postcode

Telephone day

Mobile

Age

Email

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

**Dog Socialiser**

**Kennel Cleaner**

**Friends of the Dogs' Home**

**Donation Monitor**

**Education Assistant**

**Adoption Follow up**

**Events Assistant**

**Office Assistant**

**Doggie PR**

**Match Maker**

**Charity Shop Assistant**

**Merchandise Stall**

Availability - at what times are you available to volunteer?

**Flexible**

**Weekends**

**Weekdays**

**Mornings**

**Afternoons**

**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?



# Manchester & Cheshire Dogs' Homes Volunteer Application Form

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

Name Relationship

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Address

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Contact number Mobile

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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:

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When completed please return this form to the location that you would like to volunteer at:

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

Cheshire Dogs' Home  
225 Knutsford Rd  
Grappenhall, Warrington  
WA4 3JZ.

**0844 504 1212**  
**[www.dogshome.net](http://www.dogshome.net)**

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For office use only:

Date Contacted:

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Date of orientation:

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Name of person completing orientation:

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Activities volunteer will carry out:

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Details entered on database      YES                      NO