

VOLUNTEER APPLICATION FORM

ANNEXURE I

- Name.....
- Father's Name.....
- Date of birth.....
- Nationality.....
- Address.....
- City.....
- Home phone and email id.....
- Mobile phone.....
- Area of Interest.....
- Hours of service willing to render (indicate days and month.....
- Language spoken.....
- Fluency in language.....
- Previous experience in voluntary service (NSS, NCC, NGO etc.).....

Background information

Have you ever been convicted of a crime other than minor traffic violation? Yes or No

- Offence date.....
- Location and fine/sentence.....
- Are you currently or on parole or awaiting trial?.....

You application is subject to a complete background review including any criminal convictions.

Emergency information (required)

- Name.....
- Relationship.....
- Home landline.....
- Mobile phone.....
- Allergic reactions if any.....

The information in this application is true and complete and I have not knowingly withheld any information. I understand that misinterpretation may be cause for dismissal. I authorize verification of all information contained in this application. I understand that as a volunteer at the zoo I will be expected to demonstrate a commitment to uphold the mission of the organisation, to maintain an environment of integrity for people and for animals and to focus on customer service with respect for all zoo guidelines and policies. In addition, I give consent to the zoo for emergency medical attention in the event that I am not able to give consent and if my emergency contacts are not available. I am aware that the zoo has the right to release me from service at any time just as I have the right to withdraw from volunteer at any time.

Signature of Volunteer :

Date :

Note: Please attach resume and certificate of voluntary service from any organisation.

STATEMENT OF CONFIDENTIALITY AND ORGANIZATIONAL ETHIC FORM
(ANNEXURE II)

I understand that all the volunteers must hold zoo information in strict confidence. This obligation of confidentiality must extend to the following areas of concern.

- Copyrighted materials and programmes developed and used by the zoo.
- Personal information
- Donation database
- Financial or operational data
- Any sensitive animal information including escape situations

(Under no circumstances shall the volunteer discuss the above information with anyone, especially the media, unless authorised to do so).

I agree that the above material is the property of the zoo. I understand that the Director and his/her representative shall be the official spokesperson for the organization. I will neither disclose any information or materials to any person who are not an employee of the zoo nor will i copy or remove the same from the premises of the zoo.

Volunteer shall follow a code of ethics that follows these guidelines:

- Volunteers shall conduct themselves at all times in a professional manner.
- Volunteers are not to capitalize on their relationship with the zoo to further their personal or professional goals or gains, including areas of conflict of interest. These situations include but are limited to promoting personal business opportunities.

I further understand that violation of any matters listed above may be grounds of dismissal.

I also certify that the information provided on this application is true and complete. False statements on this application shall be considered as grounds for termination. I also understand that this is not a paid position.

Signature of Volunteer :

Date :