



**CITY OF LOS ANGELES
DEPARTMENT OF ANIMAL SERVICES**

OFFICE USE ONLY

VOLUNTEER PIN #

VOLUNTEER APPLICATION

Volunteer Office
Phone: (213) 395-1163
ani.volunteers@lacity.org

PLEASE PRINT CLEARLY!

Thank you for your interest in volunteering with us!

To speed the processing of your application, please answer every question thoroughly.

Note: All applicants must be at least 16 years of age. Applicants under 18 must attend the orientation with a parent or legal guardian.

Preferred Volunteering Location: E. Valley [] Harbor [] North Central [] South LA [] West LA [] West Valley []

BASIC INFORMATION

Last name First name Middle name

Address City State Zip code

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Home phone Cellular phone Work phone

E-Mail Address: _____

How did you hear about the Department of Animal Services' Volunteer Program?

____Flyer ____Friend ____Department website ____School ____Shelter Other: _____

Are your volunteer hours required for a class/community service credit? YES [] NO []

If yes, please complete the following: Number of hours required: _____ Required date of completion: _____/_____/_____ (please note we do not currently offer community service credit for court referrals)

Name, address and phone number of school or organization requiring service hours:

NOTE: LAAS requires a minimum of 30 volunteer hours before signing off community service credit.

TELL US ABOUT YOU

Date of birth: ____/____/____ If under age 18, please provide year born: _____

Are you bilingual? YES [] NO [] Indicate language(s): _____ Spoken? [] Written? []

Are you currently, or have you ever worked or volunteered for the City of Los Angeles? YES [] NO []
If yes, which department? _____ Please list years of employment/volunteering: _____

Are you a member of any animal welfare organization? If yes, please provide the name of the organization and describe your role. _____

Visual artist []	Carpenter []	Computer skills []	Customer service []
Dog training []	Fundraising []	Gardening []	Graphic design []
Groomer []	Interior decorating []	Organizational skills []	Photography []
Public speaking []	Sewing []	Social media skills []	Writing []

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Describe any past experience you have had with working with the public, either as a volunteer or in a paid position.

The Department of Animal Services is a public safety agency and operates under a "chain of command" organizational structure. How do you feel about taking directions from others and working collaboratively with other volunteers and staff?

While we try our best to help each animal in our care find a home, there are instances when an animal, due to space, medical, behavior or other reasons must be humanely euthanized. Although you will not be involved in the process, we would like to know how you feel about it.

Some tasks performed by volunteers include lifting, bending, or carrying cages or other heavy supplies as well as handling, grooming or moving large animals. Some volunteer positions require the ability to safely return animals to their appropriate cages/kennels and to read kennel cards. Volunteers must be alert at all times while working around unpredictable and dangerous animals. Is there anything that would prevent you from performing any of the aforementioned tasks: YES ☐ NO ☐

If yes, please explain:

BACKGROUND INFORMATION

Your application is subject to a complete background review, including a review of criminal convictions. Applicants applying for specific positions will be fingerprinted and processed through State/Federal agencies for this purpose. Disqualification may result from factors considered in the review. Factors such as the relationship between the offense and the job for which you apply will be taken into account. This information will be kept confidential.

By signing below, you give LAAS permission to conduct a background review and/or check references.

Driver's license/I.D.# _____ State issued _____ Exp. date: ____/____/____

Circle last level of education completed: 8 9 10 11 12 Some College Associates Bachelors Masters PhD.

**Have you ever been convicted of any crimes, including both felony and/or misdemeanor?
(Do not include minor traffic violations) YES ☐ NO ☐**

If yes, please list all convictions (Use additional sheets if necessary):

Offense _____ Date _____ Location _____

Fine/Sentence _____

Offense _____ Date _____ Location _____

Fine/Sentence _____

Are you currently on probation, parole or awaiting trial for any level of criminal or civil charge? YES [] NO[]

If yes, for what offense(s) _____

REFERENCES

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Full name Telephone Number Relationship

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Full name Telephone Number Relationship

I declare that all statements on this application form and attachments are true and complete to the best of my knowledge. I understand that false, misleading or incomplete information shall be cause for disqualification, or removal from the volunteer program at a later date.

Signature

Date

Print name

**Signature of parent or legal guardian
(Required for applicants under 18 years old)**

Date

Thank you for your interest in volunteering!

The next step is to bring your completed application to a Volunteer Orientation.

How to find upcoming orientation dates:

www.facebook.com/LAASvolunteers

www.laanimalservices.com

Orientation schedules are also posted at each of our six Animal Services Centers