



Little Apple Veterinary Hospital

Application for Volunteers and Interns

Today's Date:

Personal Information

Name:

Address:

City:

State:

Zip:

Home Phone:

Work Phone:

Cell Phone:

Email:

Why are you interested in volunteering? ☐ Personal interest ☐ Educational Internship

☐ Community Service Hours ☐ Other _____

Age _____ over 16 _____ under 16

Have you ever worked or do you currently work for the Little Apple Veterinary Hospital?

Have you ever received services from the Little Apple Veterinary Hospital?

Do you have a valid driver's license?

Experience and Education

What is your educational/training background?

What is your employment history?

Have you had any previous experience as a volunteer? If so, with what organizations, and what kind of work did you do?

Do you have any previous experience working with animals or working at a veterinary hospital? What did you do?

Your Interests at the Little Apple Veterinary Hospital

How did you learn about us? ☐ Ad ☐ Website ☐ College/University ☐ Employee

☐ Current Volunteer ☐ Other *Please specify* _____

Which opportunities do you wish to further explore:

What dates do you plan on committing to volunteering:

Assistant Manager

Phone: 785-539-0191

Fax: 785-539-6430

909 S Seth Child Rd, Manhattan, KS 66502

Email: littleapplevet@att.net

What days are you available? ☐Mondays ☐Tuesdays ☐Wednesdays ☐Thursdays ☐Fridays
☐Saturdays ☐Sundays

What times are you available? ☐Mornings ☐Afternoons ☐Evenings

Do you prefer to work (check all that apply) ☐Directly with people served ☐Behind the scenes
☐Computers ☐Maintenance ☐No preference

Hobbies/interests:

Skills you would like to use while volunteering:

Other languages you speak _____ ☐Basic ☐Conversational ☐Fluent
_____ ☐Basic ☐Conversational ☐Fluent

Do you have any special needs or restrictions we should be aware of?:

Date you can begin service:

Criminal History

All volunteer positions may require a Criminal History check. Conviction will not necessarily disqualify you from participating. Have you ever been convicted of a felony? ☐Yes ☐No
If yes, explain.

Please describe in 3-5 sentences why you want to be a volunteer or intern at the Little Apple Veterinary Hospital.

Why, at this particular time in your life have you chosen to volunteer with us? What do you hope to gain from being a volunteer?

References

List name and telephone number of two business/work references who are not related to. If not applicable, list three school or personal references who are not related to you.

Name	Title	Telephone #	Years known

The Little Apple Veterinary Hospital considers applicants for internships/volunteering without regard to sex, race, age, religion, national origin, veteran or marital status, or any other legally protected status. We provide reasonable accommodation to qualified individuals with disabilities when it would not be an undue hardship. If you need a reasonable accommodation in the pre-placement process, please contact the Volunteer Manager.

AUTHORIZATION AND AGREEMENT BY APPLICANT

1. I certify that the facts set for in this volunteer application are true and complete to the best of my knowledge. I understand that any false statement, omission or misrepresentation in my application or placement interview may result in the rejection of my application or discharge from the volunteer program.

Signature of Applicant

Date

Parent/Guardian Signature (required if less than 18 years of age)

Date

Assistant Manager
Phone: 785-539-0191
Fax: 785-539-6430
909 S Seth Child Rd, Manhattan, KS 66502
Email: littleapplevet@att.net

Note to all volunteers: Volunteers need to observe the dress code for the LAVH.

Dress Code: As a professional business, we expect everyone to have a well-groomed personal appearance. No apparel, personal grooming or hygiene practices should distract others or create a safety hazard to you or coworkers. Should an employee stray from the dress code, they will be sent home to change, on their own time.

All Hospital team members:

- Are to comply with the grooming/dress code
- Are to keep uniforms clean and pressed
- No one is to wear a personal pager, beeper, cellular phone, headphones or ear buds
- No sandals, blue jeans, tank tops, t-shirts or sweatshirts (except those with holiday or veterinary designs), sweatpants, shorts, frayed worn-out looking clothing or shoes with holes. Scrubs, grooming pants, polos and khakis (blue, black, tan, olive, etc) are considered appropriate.
- Hair neat, clean and conservative at all times, no radical styles or colors
- Shoes: clean, neat, no holes, comfortable for highly active work, no open toed shoes.
- No visible tattoos
- Those taking radiographs are to wear lead gloves and lead aprons.

Women:

- Hair accessories moderate to conservative
- Fingernails no more than a quarter inch beyond finger, polish clear or moderate in color
- Conservative jewelry limited to a watch and no more than two rings per hand, no dangling jewelry
- No visible body piercings, (including tongues), except for ears

Men:

- Hair no longer than collar length
- Facial hair limited to a neatly trimmed mustache and/or beard
- Side burns to mid-ear only
- No earrings. No visible body piercings, including tongues
- Jewelry limited to one ring per hand, a watch and a tie tack or clasp

Smoking: Smoking is prohibited on the entire property of the LAVH.

Cell Phones: Please shut off/silence all cell phones before entering the building.