



Community Service Application

Cheyenne Animal Shelter
800 Southwest Drive
Cheyenne, WY 82007
(307) 632-6655

Applicant Information

Check one that applies to you:

- Adult (Age 18 and above)
- Student (Age 16-17) A parent/guardian must assist you in filling out application.
- Junior applicant (Age 10-15) A parent/guardian must assist you in filling out application and accompany you while doing your community service.

Application Process:

1. Fill out the application form and return to shelter with documentation from court, lawyer, or probation officer that details your service requirements.
2. The Volunteer and Community Engagement Manager will review your application and will notify you within seven (7) days of receipt of your application of your acceptance or non-acceptance into the program.

*Note: we will review all applications as they come in; however, we give preference to Laramie County community service orders first. If we still have spots available we will consider other applications on a case by case basis.

Hours open for community service: Sunday – Saturday 7 a.m. - 6 p.m.
Community service positions are limited and on a first come-first serve basis.

Full Name: _____ Date of Birth: _____
First Last M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date Available: _____ Total hours needed: _____ Deadline date: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for the Cheyenne Animal Shelter? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO If yes, explain: _____

What did you do to need to do Community Service? _____

Probation Officer's Contact information

Full Name: _____ Email: _____

Work Phone: _____

Emergency Contact

Full Name: _____ Relationship: _____
Home Phone: _____ Cell Phone: _____

Full Name: _____ Relationship: _____
Home Phone: _____ Cell Phone: _____

Is this community service:

Court ordered* School/Church/Community award program Probation*

***PLEASE INCLUDE COPIES OF DOCUMENTATION FROM A COURT, LAWYER, OR PROBATION OFFICER THAT DETAILS YOUR SERVICE REQUIREMENTS.**

Do you have any physical limitations such as allergies or other medical issues we should be aware of?

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my immediate release from the CAS Community Service Program.

Signature: _____ Date: _____

Community Service Guidelines and Rules

Thank you for choosing the Cheyenne Animal Shelter for the place to complete your community service. Your help is appreciated by all shelter staff.

- All community service applicants must complete required paperwork before beginning work at the shelter. Once the Volunteer and Community Engagement Manager receives your paperwork, the information provided will be confirmed. If you are accepted for our program, she will contact you to schedule your community service.
- If you are court ordered to complete community service, please take note that we only accept orders from **Laramie County (Wyoming) and Larimer County (Colorado)**.
- All community service patrons are to treat **all** staff members, volunteers and other community service patrons with respect. Rude or disrespectful behavior of any kind will not be tolerated.
- Any abuse such as physical, mental or sexual harassment of any kind to animals, staff, volunteers, or community service volunteers is strictly prohibited. If this occurs, you will be discharged from the CAS Community Service Program.
- All community service applicants are required to report any injuries immediately to the staff member who is supervising you and the Volunteer and Community Engagement Manager.
- No smoking is allowed in the building. There are designated smoking areas outside.
- It is your responsibility to arrange your schedule with the Volunteer and Community Engagement Manager. If you are unable to keep your schedule, you must contact the Volunteer and Community Engagement Manager in advance of your scheduled shift. **If you are a no show once without calling you will be removed from the schedule and you will need to contact the Volunteer and Community Engagement Manager in order to be scheduled again. If you are a no show twice without calling in advance you will be discharged. If you are going to be late, you must notify the Volunteer and Community Engagement Manager. If you are repeatedly late, you may be discharged.**
- If you are working over the lunch hour, you may take a 30 minute or less lunch break. This must be arranged at the beginning of your shift. The time you take for your lunch break is not counted toward your hours. If you are 17 years of age or younger, you must have written permission from your parent/guardian to leave campus for lunch.
- Electronics are allowed during your shift such as iPods, MP3 players, and phones that have music. Texting, web surfing and making personal calls are not allowed during your time here.
- Do not walk into the animal rooms unless you are assigned to work in there or are given permission by staff. Community service workers do not have any direct contact with shelter animals.

Drug and Alcohol Policy

CAS prohibits the use, sale, transfer or possession of alcohol or controlled substances on CAS premises at any location where work is being performed as part of CAS volunteer placement. CAS also prohibits reporting to work impaired or under the influence of alcohol, controlled substances, or over-the-counter drugs being used at a dosage of in a manner inconsistent with label directions. Any community service applicant found in violation of this policy will be subject to discipline and/or immediate discharge from the CAS Community Service Program.

Dress Code

- Wear name tag as assigned.
- Dress comfortably and appropriately, including closed-toe shoes.
- Wear pants that do not drag on the floor.
- Shirts must have sleeves (short or long).
- Remember that you are working around animals and your clothes might get stained or dirty.
- Be prepared with proper outside attire in case you are requested to work outside.
- Community service workers who dress inappropriately will be asked to leave.

I have read the Guidelines and Rules of the Cheyenne Animal Shelter and agree to follow them.

Applicants' Signature _____ Date _____

Print Name _____ Date _____

Signature: Terms, Conditions and Release

My signature below certifies that the information I have included is accurate, complete and truthful. I authorize reference and employment verification, as well as any background checks necessary for specific community service positions at the Cheyenne Animal Shelter.

My services to the CAS are provided strictly in a voluntary capacity, and without any express or implied promise of salary, compensation or other payment of any kind whatsoever.

My services are furnished without any employee-type benefits, including employment insurance programs, worker's compensation accrual in any form, vacations or sick time.

I will familiarize myself and comply with the CAS's policies and procedures applicable to community service. In particular, I fully understand that the CAS expects high standards of moral and ethical treatment of animals under its care. I will adhere strictly to these standards in my capacity as a community service worker. I will follow the policies, procedures, and safety precautions of the CAS, and follow the instructions/directions of the staff of the CAS. I understand that the CAS, without notice or hearing, may terminate my services as a community service worker at any time, with or without reason.

I understand the potential safety risks of working with animals and of bringing home illnesses from the shelter to personal pets. I will practice reasonable health hygiene and adhere to the hygiene policies of the CAS. I will not bring unapproved guests or family to the CAS while I am on duty.

I understand that the handling of animals and other community service activities on behalf of the CAS may place me in a hazardous situation and could result in injury to me or my personal property. On behalf of myself, and my heirs, personal representatives and assigns, I hereby release, discharge, indemnify and hold harmless the CAS and its directors, officers, employees and agents from any and all claim, causes of actions and demands of any nature, whether known or unknown, arising out of or in connection with my community service activities on behalf of the CAS. Understanding that public relations are an important part of a community service's activities on behalf of CAS, I hereby authorized CAS to use any photographs for public relations purposes.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

If you are younger than 18, we must have your parent or legal guardian's sign prior to your community service.

Applicant's printed Name _____

Applicant's signature _____ **Date** _____

Parent/Guardian's Printed _____

Parent/Guardian's Signature _____ **Date** _____

FOR OFFICIAL USE ONLY. DON'T MARK BELOW THIS LINE.

Applicant Approved by (printed name) _____

CAS Title _____

Applicant Approved by (signature) _____ **Date** _____