



# Foster Carer Registration Form

RSPCA Victoria, 3 Burwood Hwy, Burwood East VIC 3151

P: 0412 601 225

E: [Fostercare@rspcavic.org.au](mailto:Fostercare@rspcavic.org.au)

W: [Rspcavic.org](http://Rspcavic.org)

## Foster care

Many animals need the love of foster carers to be given a second chance at happiness. They may be too young, unwell, need behaviour training or may recover better from veterinary treatment in a home environment. If you wish to become a foster carer, please fill out the below sections. This information is confidential and is for use by the Volunteer and Animal Services Teams.

## About you

Mr / Mrs / Ms / Miss / Dr (Please circle) First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_ D.O.B: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Emergency contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

## References

Please complete the details of two referees. (e.g Doctor, manager, landlord or teacher - please do not include family or friends).

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

## Employment and Education

Please tick one or more of the following.

Employed:  Full-time  Part-time  Casual

Other:  Home duties  Student  Unemployed  Retired

School/Institution/Employer name: \_\_\_\_\_

Highest qualification achieved: \_\_\_\_\_

## Which types of fostering interest you?

What type of animal would you like to foster?  Cats  Dogs  Rabbits  Guinea pigs

How long would you like to foster an animal for? \_\_\_\_\_ (weeks / months)

What type of fostering would you like to undertake? You may select more than one option below.

**Junior fostering** - Help nurture animals under six months old, until they are healthy enough for adoption.  
E.g. Looking after a mum and her kittens for three to six weeks.

**Medical fostering** - Help animals gain or lose weight or recover from illness or injury.  
E.g. Extensive care and rehabilitation within a crate or small room for a number of weeks.

**Behavioural fostering** - Help an animal improve a problem behaviour.  
E.g. Teaching basic manners, walking on a lead and house training.

## Foster home environment

Please describe your home environment:

You live in a:  House  Unit or townhouse  Apartment

Your home is:  Owned by you  Rented by you  Owned by your family

If you currently have any animals at your home, please list their details below.

Name	Type and breed Eg. Dog, Kelpie	Gender M/F	Desexed Y/N	Age	Vaccinated Y/N

If you have a yard, how would you describe the fencing?

- Fully fenced  Lockable gates  In good condition, or new  
 Timber fencing  Wire fencing  Some gaps, requires maintenance

Do any children live at your home or visit regularly?  Yes\*  No \*If Yes, what are their ages? \_\_\_\_\_

## Previous experience

Have you ever been employed in direct animal care or acquired relevant professional qualifications?

Eg. Animal Attendant, Vet Nurse, Dog Walker.

Yes\*  No \*If Yes, please provide details below.

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Which breeds of dog/cat have you owned or cared for regularly? \_\_\_\_\_

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Have you ever participated in dog/cat sports or breeding competitions?  Yes\*  No \*If Yes, please detail below: \_\_\_\_\_

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Do you have any additional skills or experience that may be relevant? \_\_\_\_\_

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## Authorisation for foster caring

If your application is successful, our staff may wish to telephone you or inspect your property to ensure it is a suitable foster caring environment. Do you give permission for the RSPCA staff to do this?  Yes  No

Are you willing to allow the RSPCA to contact your local Council about animal management issues related to your property?  Yes  No

Do you have transport to an RSPCA Vet Clinic for possible treatment?  Yes  No

If your application is successful, are you willing to:

- Provide proof of consent from the home owner to allow pets (if you rent).  Yes  No  N/A
- Provide proof of home and car insurance.  Yes  No

## Conditions of application

### Duty of care

In the interest of your health and safety, if you have any health considerations (e.g. allergies) that may affect your ability to perform the volunteer role, please seek medical advice prior to your interview and/or commencement of your volunteer role.

### Volunteer rights

Unlike paid staff, volunteers are not covered by award conditions or workplace agreements. Volunteers however do have rights, some of which are legal rights and some of which are the moral obligations of an organisation involving volunteers.

RSPCA volunteers have the right to:

- Work in a healthy and safe environment in accordance with the Occupational Health and Safety Act.
- Work in an environment that is free from discrimination, bullying and harassment. Victorian law in relation to sexual harassment extends to include volunteers and all employees and volunteers are expected to assist in the implementation and enforcement of the Equal Employment Opportunity - Discrimination and Harassment Policy by maintaining a level of personal conduct which is above reproach and in line with RSPCA Victoria Standards of Behaviour.
- Be covered by volunteer insurance.
- Be given accurate and truthful information which is relevant to them about the RSPCA.
- Be reimbursed, when pre-arranged and approved, out-of-pocket expenses incurred whilst volunteering for the RSPCA.
- Have access to RSPCA Victoria's volunteer policy and any other policy that affects them as a volunteer.
- Have access to the RSPCA Standards of Behaviour brochure.
- Have an agreed volunteer roster and task description sheet.
- Have access to a feedback procedure.
- Be provided with an orientation of the RSPCA.
- Have confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988 as amended by the Privacy Amendment (Private Sector) Act 2000.
- Be provided with sufficient training for the tasks to be undertaken.
- Have access to services permitted to all staff such as staff discounts and the Employee Assistance Program (EAP).

### Volunteer Insurance

The RSPCA has volunteer insurance that includes a number of benefits that a volunteer may receive should they become injured or ill while assisting the RSPCA. A copy of the current insurance policy is available upon request.

## Volunteer conditions and responsibilities

By signing this Volunteer Registration I acknowledge and agree:

- I have not been convicted of an offence involving animals or animal cruelty in any Australian state or territory or else where and I agree to notify my supervisor should I be charged with a crime involving animals or animal cruelty or be come the subject of an animal cruelty investigation.
- To abide by and work within the guidelines of RSPCA Victoria Policy as amended periodically.
- To abide by and work within the guidelines contained in the task description.
- That the tasks I undertake for the RSPCA are done in a voluntary capacity and that no employment relationship exists between myself and the RSPCA, therefore I will receive no remuneration for my volunteer services.
- That the RSPCA may change or cancel any part of its volunteer program as it sees fit.
- That the RSPCA may cancel my registration as a volunteer at any time.
- That the RSPCA may cancel my entitlement to foster animals at any time.
- That nothing in my registration as a volunteer with the RSPCA constitutes a continuing right to work as a volunteer for the RSPCA or be present on RSPCA premises.
- That my hours of volunteer work are at the complete discretion of the RSPCA.
- That I understand that the training required for me to become a valuable volunteer constitutes significant input of resources from the RSPCA and I will therefore commit to provide volunteer services for at least a six month period.
- That I have received a current copy of the task description sheet and have access to the RSPCA Policy and Positions papers.
- That I will be subject to the supervision of paid staff and supervising volunteers of the RSPCA.
- That I am not covered by WorkCover insurance as I am not an employee.
- That the terms and conditions of this volunteer arrangement between myself and the RSPCA have effect notwithstanding that I may be engaged in paid work for the RSPCA in addition to the volunteer work.
- That subject to the terms of this agreement I am free to provide or not provide my services as I see fit but I otherwise agree to abide by the roster arrangements for volunteer work as set by the RSPCA.
- If I am working in an animal handling role, that I have a current Tetanus immunisation and I will provide my medical record (or a letter from my doctor) to the Volunteer Resources Team before commencing my role. Please note, immunisations are effective for up to 10 years and this requirement is to ensure the RSPCA complies with the Code of Practice governing shelters.
- That, in my capacity as a Volunteer for the RSPCA, I may come into contact with confidential and/or commercial information and to protect this information to the best of my ability as a volunteer and not divulge it during or after my service has ended.
- That I may create or see documents, plans, ideas, photographs and other data that is confidential and subject to intellectual property (IP) rights. The RSPCA advises that use of its IP is prohibited without written consent from the RSPCA.

**Signature of Applicant:** \_\_\_\_\_ **Signature of Interviewer:** \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please send this form to [fostercare@rspcavic.org.au](mailto:fostercare@rspcavic.org.au) or **RSPCA Victoria, 3 Burwood Hwy, Burwood East 3151.**  
Please contact our Foster Care officer on **0412 601 225** for further enquiries.