



sean casey animal rescue

A 501(C)(3) NON-PROFIT, NO-KILL SHELTER

Specializing in the rescue, rehabilitation and placement of dogs, cats, reptiles, amphibians, birds and small mammals.

STUDENT/SCHOOL PROGRAM INTERNSHIP APPLICATION

Internship Program:

Sean Casey Animal Rescue offers an unpaid internship program designed to give practical experience to people preparing for careers in non-profit organizational management and animal rescue, care and control operations. A SCAR Internship requires no less than 15 hours per week of service. The specific length of the internship and work schedule for each participant can vary and is determined based on the requirements of the intern's academic institution, SCAR's needs and requirements, and what is mutually agreed upon during the interview process.

♦ INTERN INFORMATION*

- **Name:** _____
- **E-mail:** _____
- **Phone (Cell):** _____
- **School / Program:** _____
 - **Address:** _____
 - **Contact Name & Title:** _____
 - **Email:** _____
 - **Phone:** _____

♦ **INTERN AGE:** _____ 12 years – 16 years old / _____ 16-18 years old / _____ 18 years or older

Availability							
Please check semesters of availability: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Other, please explain: _____							
Please check your general availability	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning (approx. 10a-2p)							
Afternoon (approx. 1p-5p)							
Evening (approx. 4p-8p)							

Experience/Education and Skills	
Current employment status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Not Employed	
Current or most recent paid position held	
Are you currently a full-time student? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate school and year of graduation:
Level <input type="checkbox"/> Junior High <input type="checkbox"/> Freshmen <input type="checkbox"/> Comm Sv <input type="checkbox"/> High School <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate student	Areas of study:
Do you speak any other languages? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list language <input type="checkbox"/> Fluent <input type="checkbox"/> Semi-Fluent <input type="checkbox"/> Basic
Computer Skills/Software Used:	

Please indicate the areas that interest you:

Dogs	<input type="checkbox"/>	Reception / Administrative / Training	<input type="checkbox"/>
Cats	<input type="checkbox"/>	Special Events	<input type="checkbox"/>
Exotics / Other	<input type="checkbox"/>	Tasks that do not involve animals	<input type="checkbox"/>

Personal Conduct

SCAR expects its Interns to maintain a high standard of conduct and work performance to make sure the Center maintains its good reputation with the community, supporters, and patrons. Good personal conduct contributes to a good work environment for all.

Please keep these things in mind as you work with us:

- t Treat all visitors, and others with courtesy and respect
- t Treat the animals in a professional and caring manner
- t Be proud of your professional appearance, language, and behavior
- t Observe all policies and procedures
- t Work safely at all times

Intern Sign _____

Date _____



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Personal Information
Why are you interested in an internship in our organization?
What specific experience would you like to gain through this internship?
Describe your long-term career goals:

Evaluation

Please select all the options that apply to you:

- I have carefully considered my schedule and I know I can make a commitment to my internship at the rescue
- I know that some of the animals are recovering from illness and injury and I am comfortable working with them
- I hope my internship work with the rescue will lead to a job with the rescue
- I hope to meet other people and expand my social network
- I want to use interning to additionally improve my English speaking skills
- I am seeking an opportunity to gain experience in a shelter to add to my resume

References (Teacher/Program Contact, Parent/Guardian & 1 Personal Ref.)	
Name	Relationship and contact info (e-mail and/or phone number)

Disclaimer and Signature	
I certify that my answers are true and complete to the best of my knowledge. If this application leads to an internship assignment, I understand that false or misleading information in my application may result in my immediate release from the SCAR Internship Program.	
Intern Signature:	Date:
Teacher/Program Supervisor Signature:	Date:
Parent/Guardian Signature:	Date:



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Student Internship Job Description

Overview of Responsibilities include, but are not limited to: cleaning cages; feeding and caring for dogs and cats; walking dogs; bathing dogs; doing laundry; cleaning and maintaining rescue premises; assisting doctors and technicians when necessary.

Details of role:

- Care of all animals at rescue including cats, dogs, and exotic animals
- Includes feeding and watering all animals
- Ensuring all kennels are cleaned continuously throughout the shift as needed
- Ensuring every dog capable of walking is walked by a volunteer
- Providing volunteers dogs for walks according to the volunteer's ability
- Cleaning of dishes, washing laundry, sweeping, mopping
- Keeping area neat and as close to sterile as possible
- Organizing donations received to rescue which includes newspaper, towels, blankets and cleaning supplies

Strict Expectations:

- Able to handle cats and dogs of all sizes and temperaments
- Manage time to ensure all tasks mentioned above are completed during every shift
- MUST BE Punctual
- If less than a month out, you must find a replacement for shifts for time off/sick time
- Reliable
- Hard working
- Trustworthy

I acknowledge by my signature below that I have been afforded the opportunity to review and sign and agree to this correspondence.

Intern Signature

Date

Print Name



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SCAR INTERN CODE OF PROFESSIONAL CONDUCT & ETHICS

Below is the SCAR Code of Ethics and Excellence. We feel they stand for the highest ideals of dignity and honor in our profession. The following is expected of you as an Intern at Sean Casey Animal Rescue. This strictly applies to your conduct while performing your duties.

1. Remain drug and alcohol-free, and avoid the use of controlled substances.
2. Familiarize yourself with and adhere to all SCAR organizational arrangements, procedures, and functions.
3. Changes or problems at your site must be reported to your Direct Supervisor (Kennel Manager) in advance.
4. Once you have begun, you are expected to follow all SCAR RULES & REGULATIONS and DIRECTION OF OUR EMPLOYEES/STAFF and are susceptible to all Disciplinary Rules within our policies. Any and all dishonorable actions, events, communication, or transaction will constitute consideration for immediate dismissal from any position. All will be reported immediately to the Director of Operations for disciplinary/termination procedures.
5. Act in a professional and ethical manner at all times
6. PROFESSIONAL, UNOFFENSIVE & RESPECTFUL LANGUAGE IS REQUIRED.
7. Do not conduct personal business during work hours.

Communications:

1. Check in everyday and keep your Direct Supervisor informed of each task as completed.
2. Listen to the 'next steps' directions and follow all in a professional manner.
3. Ask questions. Understand what constitutes a permissible work and whom to ask for assistance.
4. Be fair, considerate, honest, trustworthy, and cooperative when dealing with co-workers, SCAR Staff and our customers.
5. Seek feedback from your supervisors, ask for suggestions for corrective changes in behavior and improve performance.

Additional Obligations:

I agree to conduct myself in a professional manner at all times while at work. This includes, but is not limited to:

1. Maintaining confidentiality regarding information I come into contact with concerning guests, clients, customers, employees, products or services associated with the site.
2. Utilizing appropriate written and oral expression in all interactions with SCAR personnel, site managers, supervisors, employees, clients and all members of the general public.
3. Participating in orientation or testing required.
4. Observing all established safety and sanitation codes.
5. Exhibiting positive, proactive behavior.
6. Adhering to all laws, regulations, policies, procedures and other applicable standards.
7. Ensuring that all interactions with guests, clients, members, customers, and fellow employees are conducted with dignity and respect towards every person

Intern Signature _____

PRINT NAME: _____

Date _____



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Student/Program Internship Waiver and Release of Liability, Indemnification and Hold Harmless Agreement

This Waiver and Release of Liability, Indemnification and Hold Harmless Agreement ("Agreement") is between the Intern and Sean Casey Animal Rescue ("SCAR"), 153 East 3rd Street and 551 39th St., Brooklyn, NY and its directors, officers, members, employees, agents, assigns, legal representatives and successors.

As an Intern, I hereby understand and agree to the following: I agree to WAIVE and RELEASE SCAR from all liability, manner of actions, causes of action, debts, contracts, claims and demands for or by reason of any illness, death, damage, loss or injury to person and property, which has been or may be sustained as a direct or indirect consequence of the Intern's interning at or for SCAR and notwithstanding that such damage, death, illness, loss or injury may have been caused partly by the negligence of SCAR. I agree to INDEMNIFY and HOLD HARMLESS SCAR for any costs or liabilities which they may incur as a result of my interning at or for SCAR.

I acknowledge and agree that I have carefully read this Agreement, that I fully understand the Agreement, and that I freely and voluntarily execute the same. I understand that I may seek independent advice prior to signing this Agreement. I understand that this Agreement is binding on me, my spouse, my executors, administrators, personal representatives and assigns and that this Agreement has important legal consequences. The terms of this Agreement are contractual and not mere recitals. This Agreement will be construed in accordance with and governed by the laws of the State of New York.

Signature of Intern _____ Date _____

Signature of Parent/Guardian _____ Date _____

Emergency Contact _____ Phone _____

(Relationship) _____

If insured, name of medical insurance carrier and policy number:

*Thank you for completing this application and for your interest in Interning with us.
Please note, completing this form does not guarantee placement as an Intern with SCAR.*