

Personal References (Not a relative, 21 year or over, known you for more than a year)

1. _____
Name Address Telephone

2. _____
Name Address Telephone

Criminal Background Check will be run on all adult applicants 18 years and older.
Have you ever been convicted of a felony/misdemeanor? _____ If yes, please explain:

Are there any work conditions or activities you wish to avoid?

Help us to assign you by checking off areas of interest and qualities that best describe you. (This is no time to be humble!!)

Clerical Responsibilities:

_____ Phone reception _____ Filing
_____ Mailings (collating/stuffing/labels) _____ Photocopying/Faxing
_____ Data entry _____ Word processing _____ Excel

Patient Related Responsibilities:

_____ Assist with activities _____ Transport
_____ Make deliveries to rooms _____ Provide escort services (Patients)
_____ Greet visitors/patients _____ Inventory/stock supplies/shelves

Specific Areas of Interest:

_____ Physical/Occupational Therapy _____ Food & Nutrition
_____ Front Desk - Escort/Meet and Greet _____ Environmental Service
_____ Patient Floors _____ Stock Room _____ Working with seniors

Personal Qualities/Skills:

_____ Interpersonal Skills _____ Organizational Skills _____ Detailed oriented
_____ Telephone skills _____ Customer service oriented _____ Self- motivated
_____ Ability to work with minimal supervision _____ Music Abilities _____ Crafts

I prefer: _____ Quiet environment _____ Active environment

The above information is accurate and correct to the best of my knowledge.

Signature _____ Date _____

Your signature indicates your approval for us to check references. The volunteer service department is not obligated to provide a placement, nor are you obligated to accept the position offered. Opportunities for volunteers are provided without regard to religion, creed, race, national origin, age or sex.