**2017 Volunteen Application**

Thank you for inquiring about being a Volunteen at CarolinaEast. Participating youth enjoy many benefits. The experience is fun, educational, and enables students to gain valuable work experience and references. ***Only 25 youth Volunteens are accepted this year.***  Applications will be accepted until April 14, 2017 or until we have interviewed and accepted 25 applicants *(the maximum membership for our Volunteen program.)* No applications will be accepted after April 14, 2017.

**General Information:**

Our Volunteen Program runs **June 12, 2017 through August 11, 2017 (8 weeks)**. You will receive your assignment at Orientation. Orientation consists of two parts. Part I is online and Part II is an instructional class at the Medical Center. You will not receive your badge until your first day of volunteering.

**New Volunteen Applicant**:
After you complete the application packet and return it to the Volunteer Services Manager, a selection committee will review the application and conduct interviews. Chosen finalists will be notified no later than May 1, 2017, by letter with information concerning Volunteen Orientation. **New Volunteen Orientation will be Friday, June 2, 2017 at 9:00am – 12pm. It is mandatory that you attend.**

**Returning Applicants:**

If you have turned 16 since last year, you will need to complete the background investigation. You will not have to have the health screening, but must have the TST (TB) test, which will be done at your Part II of your **Re-orientation on May 12, 2017 beginning at 9:00am – 12pm. It is mandatory that you attend.**

**Orientation and Re-orientation**

1. Part I Orientation will begin after the candidates application has been completed and approved by the Manager of Volunteer Services. The Orientation information and test will be emailed to the candidate. Orientation information consists of a pdf file on topics such as safety, infection prevention, and confidentiality, and a current Volunteer Handbook. Test questions are taken from the material provided. A score of 100% is required before the prospective youth volunteen can attend Part II of Orientation.

**Assignments:**

Youth Volunteens that are accepted into the program are placed in a variety of areas throughout the hospital ranging from direct interaction with patients and families, to supporting staff in clerical areas, to assisting with escorting patients/visitors within the hospital. Volunteens are placed where there are needs available. You cannot choose where to volunteer.

**It is mandatory that you attend Orientation / Reorientation.**

New Volunteen Orientation, Friday, June 2, 2017

Returning Volunteen Re-Orientation, Friday, May 12, 2017

**Checklist**

**You must**:

❒Be between the ages of 16 and 18 years of age.

❒Complete and return the enclosed application and required forms **before April 14, 2016.**

❒Provide a reference from your Guidance Counselor verifying a 3.0 GPA or better.

❒Provide a character reference from someone in your community.

 *(Clergy, employer, neighbor, etc. NOT a family member).*

❒Complete Part I Orientation online.

❒Attend Part II Orientation Class from 9am – 12pm

* Returning Volunteen Orientation on May 12th
* New Volunteen Orientation on June 4th

❒Complete Health Screening (including TB test) will be completed at Part II Orientation.

 ❒ Bring Photo ID

❒Bring current immunization record

❒Bring current list of medications

❒Volunteer a minimum of **fifty-six (56) hours** to complete the program.

❒**Volunteer six (6) out of eight (8) weeks**.

**PLEASE RETURN APPLICATION TO**:

*Carol Villarreal, Manager
Volunteer Services
CarolinaEast Health System
PO Box 12157
New Bern 28561*

**Instructions:
1. Applicant will *complete* application.
2. Parent will complete consent for minors.
3. Must complete in pen.**

**A. Personal:**

Date of Application\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. Emergency Contact**:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Family Physician\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any physical restrictions? \_\_\_\_\_\_\_\_If so, what?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Scholastic**:

Name of School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Current School Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Counselor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List organizations to which you belong including schools, church, or other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Career Plans\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hobbies and Interests\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever volunteered before? \_\_\_\_\_\_\_\_\_\_\_\_If so, where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**C.Activities:**
*Please list any activities that you are involved in throughout the school year and summer, including: employment, volunteer work, hobbies, clubs, organizations, or sports. Also, please list any academic honors you have received.*
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**D. Essay Questions**
*Please answer the following questions briefly.*

*How do you feel you can make a difference at CarolinaEast Health System? Please list any special skills you feel could benefit our patients, staff, and guests.*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*What distinguishes you from your peers? Why should we choose you to be a Volunteen at CarolinaEast Health System?*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*How do you handle new and sometimes uncomfortable situations?*
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*How do you plan to balance volunteering this summer with CarolinaEast Health System along with a busy summer schedule?*
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*What do you hope to gain from participating in the Volunteen Program at CarolinaEast Health System?*
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E. Applicant Agreement and Signature**

I understand that all Volunteens represent, and are part of the CarolinaEast Health System’s organization, and are subject to all hospital rules, regulations, and proper authority.

**Name (printed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**F. Parental Consent (For Minors)**

I consent to the above named minor joining the CarolinaEast Health System Volunteen Program and understand that he/she will be expected to attend orientation training, undergo medical screenings and background investigation, and to comply with the rules and regulations of the Volunteer Services Department and CarolinaEast Health System.

**Signature of Parent or Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information on Health Forms**

**When is my Health Screening?**

If you are a ***returning Volunteen***, you will only need to get a TB Test done. This will be done at the time of Orientation on **Friday, May 12, 2017.**

If you are a ***New Youth Volunteen*** you will be having your health screening on Orientation, **Friday, June 2, 2017.**

**Where will the screening take place?**

***Health Screenings will be held in the Employee Health Office and will be completed during Part II of Orientation.***

**Important Information**

**On the day of your health screening appointment you will need to bring a**:

* **Current picture ID.**
* **List of medications or the actual medications.**
* ***Current* immunization record**

**Health Screening
Authorization for Treatment of Minors**

I/we, the undersigned parent/guardian of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

a Youth Volunteen and minor, authorize the Employee Health Services, through its physicians or nurses, to perform necessary medical screenings including tuberculin skin testing (TST), drug screening and blood work (MMR (measles, mumps and rubella) and Varicella (chicken pox) titers) to comply with hospital procedure for employees/volunteers of CarolinaEast Health System. Should my child need to be treated for minor illnesses and/or work related injuries while volunteering at CarolinaEast Health System, I give permission for treatment to be administered by the physician or nurses of the Employee Health Services or the CarolinaEast Medical Center Emergency Department.

**Signature of Parent or Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Substance Abuse Policy Summary**

CarolinaEast Health System is committed to having a work environment which is free from abuse of alcohol and drugs, and where employees are capable of performing their tasks in a safe and efficient manner without the influence of these substances.

The illegal possession, use, sale, manufacture, distribution, dispensation or purchase of alcohol or drugs on CarolinaEast property or during working hours is cause for immediate discharge. Reporting to work, or performing work under the influence of alcohol or drugs, which induce an unsafe mental or physical state is prohibited. Employees/volunteers will be subject to disciplinary action, up to and including termination, or may be required to enter a drug treatment program.

All applicants considered for employment or volunteering will be tested for drugs and alcohol (if indicated) prior to employment. If an applicant tests positive, he or she will not be employed and will be informed that he/she has failed to meet CarolinaEast's employment/volunteer standards. "For Cause" testing may also be required of any employee/volunteer in the event of the following: irrational or unusual behavior, carelessness, disregard of safety, life, or wellbeing of any employee or patient. All employees/volunteers who receive medical treatment after being injured on the job will be drug tested immediately for the use of controlled substances. Employees/volunteers who have been directly and physically exposed to blood and body fluids on more than two occasions per month will be tested. However, employees/volunteers should always complete an incident report to ensure there is documentation related to the incident. An employee/volunteer who tests positive on any test will be subject to disciplinary action, up to and including, termination, or may be required to enter a treatment program. An employee/volunteer who refuses to take an alcohol or drug test upon request of CarolinaEast Health System will be terminated.

**Employee Health Services**

DRUG SCREENING

APPLICANT/EMPLOYEE, CONTRACT PERSONNEL OR VOLUNTEER

MEDICATION INFORMATION

To ensure the accuracy of drug testing procedure, each applicant (employee, contract personnel, or volunteer) is asked to provide the following information:

**If you have received or taken any prescription or non-prescription medication of any kind in the past thirty (30) days, please indicate below:**

***Note: "Medication" indicates all drugs, vitamins or herbs given to you by any health care practitioner or obtained over-the-counter, to include:***taken by mouth, inhaled medications, sprays or drops instilled in eyes, ears or nose, topical creams, gels, patches or other substances or medication injected intramuscularly, subcutaneously, intradermal, or infused intravenously, absorbed into the body through implanted devices or slowly released into any body orifice.

1. During the **past thirty (30) days**, I have taken the following **prescription** medications: *Be prepared to furnish valid prescription information, if required, i.e. prescription bottle or evidence from a pharmacy on its letterhead.*

|  |  |  |
| --- | --- | --- |
| **Name of Medication** | **Prescribed by** | **Date Last Taken** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. During the **past thirty (30) days**, I have taken the following **non-prescription** medications:

|  |  |  |
| --- | --- | --- |
| **Name of Medication** | **Condition used for** | **Date Last Taken** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Substance Abuse**

CONSENT TO DRUG TESTING PROCEDURES

As a prerequisite to my employment or service, and as a condition of my on-going employment or service, I agree that at such time or times as administration shall require, I will consent to and undergo drug testing by urinalysis, and/or saliva, breathalyzer or blood. I will authorize the specimen and/or sample to be analyzed and the results of the analysis are to be communicated to CarolinaEast Health System, any designated representative of CarolinaEast Health System having a bona fide need to know and any medical review officer retained by CarolinaEast Health System. I further agree that at the time of any such examination, I will execute all forms of consent and release of liability as are usually and reasonably attendant to such examinations.

**The undersigned further states that he or she has read the foregoing consent form and knows the contents here of and signs the same of his or her own free will.**

I understand that failure to accurately and truthfully complete this form will result in rejection of my application and/or termination of employment or service to CarolinaEast Health System.

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Witness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Substance Abuse**

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby acknowledge that I have received and read the CarolinaEast Health System's Substance Abuse Policy and I understand that I must abide by it as a condition of employment or volunteer service. I also understand that the policy and related documents are not intended to constitute a contract between myself and CarolinaEast Health System.

Further, I understand that during my employment or volunteering, I may be required to submit to drug and/or alcohol testing. I understand that submission to such testing is a condition of employment with CarolinaEast Health System, and disciplinary action up to and including termination may result in refuse to submit to such testing. If I refuse to authorize release of the test results or rehabilitation program compliance information to CarolinaEast Health System, it is a violation of the CarolinaEast Health System policy concerning drug and alcohol use.

**THE UNDERSIGNED FURTHER STATES THAT HE/SHEHAS READ THE FOREGOING ACKNOWLEDGMENT, UNDERSTANDS THE CONTENTS HEREIN, AND SIGNS THE SAME OF HIS/HER OWN FREE WILL.**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Social Security Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If you are 16 years of age or older you will need to complete the Authorization/Release Form and the Background Investigation form.**

**AUTHORIZATION/RELEASE FORM**

In connection with my application for employment, volunteer service, or promotion, I hereby authorize CarolinaEast Health System and its designated agents and representatives to conduct a comprehensive review of my background causing a criminal report to be generated for the above said purposes.

I understand the scope of the criminal report may include, but is not limited to, the following areas:

*Verification of social security number, current and previous residences, employment history including all personnel files; education, including transcripts; character references; credit history and reports; criminal history records depicting arrests or convictions relating to alcohol, drugs, fraud, misrepresentations, misappropriation of funds or property, deceit, or any felony, from various federal, state, county, and other agencies, including public and private sources; birth records; motor vehicle records, to include traffic citations and registration.*

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration, Worker's compensation and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me to CarolinaEast Health System or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received legally from other sources.

I hereby release CarolinaEast Health System, any individual, company, firm, corporation or public agency, its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

I understand that this authorization automatically expires 90 days from the date executed below and that I have the right to revoke the authorization at any time provided I do so in writing.

I acknowledge that a fax or copy of this release shall be as valid as the original and is valid for all federal, state, county and local agencies and authorities both public and private.

Print Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 LAST FIRST FULL MIDDLE MAIDEN

Social Security Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s License Number & State of Issuance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BACKGROUND INVESTIGATION DATA SHEET**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 LAST FIRST FULL MIDDLE MAIDEN

New personnel and volunteers must undergo a thorough background investigation upon applying at CarolinaEast Health System. The information furnished below will be used strictly for the purpose of identification, facilitating the background investigation and validating its findings. The personal history information contained herein will be retained in the appropriate personnel office and the company police records.

Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Race\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home & Work Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List ALL nicknames, aliases or previously married names and dates when used\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Section, Dept. or Clinic applying for/assigned to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Beginning with where you live now**, list **ALL** addresses at which you have resided for the past SEVEN YEARS, in descending order. INCLUDE ALL DATES TO AND FROM.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates From/To** | **Street** | **City** | **County** | **State** | **Zip Code** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Have you **EVER** been convicted of **ANY** criminal violations, felony or misdemeanor (including worthless checks)? *Please note that payment of any fines (including worthless checks) will most likely show up on the background check and should be included on this Background Investigation Data Sheet.*

 **Check One**: ❒ YES ❒ NO

If yes, explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If your job will require you to drive a vehicle (either company or personal) in the normal course of your employment or volunteering other than between work and your residence, list all traffic violations you have received within the past seven years:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you currently have **ANY** charges (criminal or traffic) pending against you?

**Check One**: ❒ YES ❒ NO

**FORM(S) OF POSITIVE PICTURE ID PROVIDED:**

Driver’s License\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_ Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (Specify Type)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_ Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the information contained herein is true, complete, and correct to the best of my knowledge and that **ANY MISSTATEMENT OR CONCEALMENT OF FACT ARE GROUNDS FOR IMMEDIATE DISMISSAL**.

Volunteen Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference forms, page 14 and page 15 are due to Volunteer Services Office no later than April 14, 2017.**

**SCHOOL REFERENCE INQUIRY
*(To be completed by a school Counselor)***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is applying for entrance into the Volunteen Program at CarolinaEast Health System. *As you complete this form, please keep in mind the caliber of the CarolinaEast organization. It is professional and these students interact with patients, families and staff.*

Please complete this reference and fax this form to the attention of Laurie Bennett. The fax number is **252-633-8155**. This form must be received in order to proceed with re-orientation.

This student maintains a minimum of a **3.0 GPA**: ❒ YES ❒ NO

If the student maintains a "B" grade average, please continue by checking appropriate boxes:

**Personal Evaluation of Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation** | **Below Average** | **Average** | **Above Average** |
| Maturity |  |  |  |
| Ability to work with others |  |  |  |
| Initiative |  |  |  |
| Dependability |  |  |  |
| Quality of Work |  |  |  |
| Ability to Learn |  |  |  |
| Courtesy |  |  |  |
| Neatness and Appearance |  |  |  |
| Honest/Trustworthy |  |  |  |
| Has a positive attitude |  |  |  |

Would you recommend that we accept this student?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If not, please explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which extraordinary skills and or attributes does this person have that may contribute to his/her service as a Volunteen at CarolinaEast Health System?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete this reference and mail or fax this form to:

The fax number is **252-633-8155**.

Our address is:

**CarolinaEast Health System
Volunteer Services Department ATTN: Carol Villarreal Manager
P.O. Box 12157
New Bern, NC 28561**

**COMMUNITY REFERENCE INQUIRY
*(To be completed by your Pastor, Neighbor, Employer, etc. No family member.)***

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is applying for entrance into the Volunteen Program at CarolinaEast Health System. *As you complete this form, please keep in mind these students will interact with our patients, families and staff and will need to conduct themselves in a professional manner and maintain strict confidentiality.*

**Personal Evaluation of Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation** | **Below Average** | **Average** | **Above Average** |
| Maturity |  |  |  |
| Ability to work with others |  |  |  |
| Initiative |  |  |  |
| Dependability |  |  |  |
| Quality of Work |  |  |  |
| Ability to Learn |  |  |  |
| Courtesy |  |  |  |
| Neatness and Appearance |  |  |  |
| Honest/Trustworthy |  |  |  |
| Has a positive attitude |  |  |  |

Would you recommend that we accept this student? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If not, please explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which extraordinary skills and or attributes does this person have that may contribute to his/her service as a Volunteen at CarolinaEast Health System?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete this reference and mail or fax this form to:

The fax number is **252-633-8155**.

Our address is:

**CarolinaEast Health System
Volunteer Services Department ATTN: Carol Villarreal Manager
P.O. Box 12157
New Bern, NC 28561**

**2017 VOLUNTEEN SCHEDULE CALENDER
(Please mark the calendar below with an X, the days you will be absent.
REMEMBER to mark off for any camps or family vacations.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **June 12** | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |
| **July 3** | 4 (OFF)  | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | **Aug 1** | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | **11** |

**Available Days and Times**

 ***(Please choose ONE selection each for day(s) and times you would like to volunteer.
Volunteens WILL NOT be able to volunteer 5 days in a row.)***

**Please choose one:** **Please choose one**:
❒Monday, Wednesday, and Friday ❒8am – noon
❒Tuesday, Thursday ❒Noon – 4pm
❒Monday ❒8am – 4pm
❒Tuesday

❒Wednesday

❒Thursday

❒Friday

**Areas of Interest in Healthcare**

❒Clinical (patient contact: transport, nursing units, escorts,)

❒ Non-Clinical (food services, clerical, stock room, etc.)

**Please note: Volunteen preferences will be looked at. Volunteens will be placed where there is a need and availability within the Volunteen Program***.*