

Application Date: _____

First Name: _____

Middle Name: _____

Last Name: _____

Previous Names: _____

Current Address:

Any other address in last 7 years:

City: _____ State: _____ Zip Code: _____

Gender: _____ Male _____ Female

Phone Number: _____

Cell Phone: _____

Email Address: _____

Date of Birth (XX-XX-XXXX): _____

Social Security Number: _____

Driver's License Number: _____

Guidelines for volunteers:

- * Volunteers have the responsibility to protect other's right to privacy.
- * Must have awareness of confidentiality and never shared with anyone else.
- * You have the right to seek out staff if you come across an uncomfortable situation.
- * A volunteer may not write about or take pictures about their volunteering.
- * You have the responsibility to treat others with respect.
- * Volunteers shall be groomed and dressed appropriately.
- * I have attended the volunteer orientation program.
- * I understand that as a volunteer at Avera Marshall Regional Medical Center that I may witness patient related activity and I must hold this information in confidence both on and off duty.
- * I understand that any violation of confidentiality policies can result in corrective action.
- * Criminal background checks are required if a volunteer has "direct contact" with patients/residents/clients. A finding of disqualified will result in my immediate release.
- * Abide by the standards for Service Excellence at all times.
- * Commit to a schedule if working at cash register at Thrift Store or Gift Shop.
- * Notify the coordinators of any change in volunteering.
- * Abide by dress code.
- * Use your best judgment during inclement weather and notify someone if you aren't coming to volunteer.
- * Allow close parking spots for our patients/visitors.
- * Wear ID badges while volunteering and always above your waist.

I have read the guidelines and will adhere to them when volunteering at Avera Marshall Regional Medical Center.

Signature

Date



Background Study

All employees, physicians, volunteers, and contracted personnel engaged in patient/resident care services will undergo a criminal background study as part of the hiring process. Effective July 1, 1999 criminal background checks are required of all employees in nursing homes.

I understand and agree that any employment is considered conditional, contingent upon findings of criminal background check. Individuals found to be disqualified by the Minnesota Department of Human Services will be removed from a position allowing direct contact or access at Avera Marshall Regional Medical Center. A letter will be sent to the individual by the Minnesota Department of Human Services, explaining what actions are required if she/he wants to continue in a position allowing direct contact with, or access to, persons receiving services at Avera Marshall Regional Medical Center. A further determination will be made as to the status of this individual's continued employment.

Employee Number

Print Name

Date

Signature

Human Resources Use Only:

Date submitted to DHS: _____ by _____

