

Youth Volunteer Application

(Ages 16-17)

(This application will be kept confidential.)

Date: _____

Personal Contact Information

Last Name: _____ First Name: _____ MI: _____ D.O.B.: _____

Address: _____ City: _____

State: _____ Zip Code: _____

Home Phone: _____ Work: _____ Cell: _____

E-mail Address: _____

Parent and School Information

Father's Name: _____ Mother's Name: _____

Father's Work Phone: _____ Cell: _____ Mother's Work Phone: _____ Cell: _____

School: _____ Grade: _____ Grade Average: _____

School Contact: _____ School Contact Phone: _____

Youth Program Information (please check the appropriate program):

Summer Youth Volunteer Program (Mid-May to Mid-August each summer)

Regular Youth Volunteer Program (4 hours per week for 9 months)

Do you prefer a position with: Patient Contact Non-Patient Contact Administrative Support

General Information

Hobbies, interests, or skills: _____

Languages (fluent):

English	Speak	Read	Write
Spanish	Speak	Read	Write
Other: _____	Speak	Read	Write

How did you learn about our program? _____

Why are you interested in Volunteering for UNM Sandoval Regional Medical Center? _____

Any previous or current work experience? Is so, where? _____

Any previous Volunteer experience? If so, where? _____

What days & Times are you available to volunteer?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							

Please be as specific as possible. We ask for a minimum commitment of 4 hours per week for 12 months.

Volunteer Statement and Agreement

I, _____, certify that all of the information provided in this volunteer application is true and correct to the best of my knowledge. I have reviewed and understand all of the information provided by the UNM Sandoval Regional Medical Center regarding the Youth Volunteer Program and my responsibilities as a volunteer. I understand that all UNM Sandoval Regional Medical Center medical records and patient records shall be treated as confidential information. I further understand that as a UNM Sandoval Regional Medical Center Guest Services volunteer I am bound by Federal, State and Local laws and regulations regarding medical records and governmental records. I also understand that any information regarding patients must not be discussed either in or out of the facility and any breach of patient confidentiality is cause for my immediate dismissal. I will cheerfully accept responsibility to be punctual and dependable in order to perform my assignments and to abide by the standards of ethics and confidentiality.

Printed Name: _____ Date: _____

Signature: _____ GS Rep Signature: _____ Date: _____

APPLICATION CANNOT BE PROCESSED WITHOUT SIGNATURE

This application will be kept confidential

Please use the space below to write an essay answering these questions: (please attach a separate sheet if preferred)
Why are you interested in healthcare? What attributes does a good volunteer or learner possess? What do you want to accomplish as a volunteer?

FOR OFFICE USE ONLY:

- Letter of Reference _____
- Personal Interview _____
- Orientation Schedule/Date _____
- TB Test/Results _____
- Confidentiality Agreement _____
- Dress Code Policy _____

Volunteer Position Schedule

Day: _____
Time/Shift: _____
Assignment: _____
Department Manager: _____

In addition to filing out this application you must:

- Enclosed one letter of reference from teacher, counselor, minister, or former employer
- Schedule an interview with the Guest Services Volunteer Manager/Director
- Complete all required documents
- Complete Volunteer Dress Code
- Complete Workforce Member Confidentiality Agreement
- Complete TB Screening
- Complete a Department/Area specific orientation
- Complete Guest Services Volunteer Check List
- Be issued a security badge

***PLEASE BE SURE YOU HAVE COMPLETED THE APPLICATION IN ITS ENTIRETY.
INCOMPLETE APPLICATION WILL NOT BE PROCESSED.***

Mail To: UNM SRMC Guest Services Volunteer Department
3001 Broadmoor Blvd. NE, Rio Rancho, New Mexico 87144

Drop Off: UNM SRMC Guest Services Volunteer Department Main Desk of Hospital



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