



Northeast Georgia Health System • Volunteer Services

Gainesville Office - 743 Spring Street • Gainesville, Georgia • 30501 • Phone 770-219-1830 • Fax 770-219-5408

Braselton Office – 1400 River Place • Braselton, Georgia • 30517 • Phone 770-848-1830 • Fax 770-848-4937

Barrow Office – 316 North Broad Street, Winder, Georgia • 30680

Volunteer Application

Applicant Information

_____ **Gainesville Campus**

_____ **Braselton Campus**

_____ **Barrow Campus**

_____ **Medical Plaza 400-Dawsonville**

_____ **New Horizons – Limestone/Lanier Park**

Full Name:

_____ *Last* _____ *First* _____ *Middle (required)* _____ *Name Called:*

Title: Mr. Mrs. Ms. Dr.

Address:

_____ *Street Address* _____ *Apartment/Unit #*

_____ *City* _____ *State* _____ *ZIP Code*

Cell Phone: _____ Home Phone: _____

E-mail _____

Address _____ Date of Birth: _____

How did you become interested in volunteering? Friend – Name _____

Hospital Stay Hospital Visitor

Internet Newspaper

General Health: Excellent Good Fair Poor

Do you have any physical or health limitations? YES NO Please explain _____

Are you currently a college student? YES NO If yes, where? _____

Have you ever been convicted of any felony or crime other than a minor traffic violation? Have you ever pled guilty or no contest to a crime, or do you have any criminal charges pending? YES NO

If yes, explain _____

Emergency Contact Information

Full Name: _____

_____ *Last* _____ *First* _____ *M.I.* _____ *Relationship*

Address:

_____ *Street Address* _____ *Apartment/Unit #*

_____ *City* _____ *State* _____ *ZIP Code*

Cell Phone: _____ Home Phone: _____

Name of _____

Physician _____ Physician's Phone _____

References

Please list two, personal and former work, if applicable.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Availability

Indicate days and hours are you available for volunteer assignments:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30
Afternoon	12:30-4:30	12:30-4:30	12:30-4:30	12:30-4:30	12:30-4:30	12:30-4:30	12:30-4:30
Evening	4:30-6:30	4:30-6:30	4:30-6:30	4:30-6:30	4:30-6:30	4:30-6:30	4:30-6:30
Night	6:30-8:30	6:30-8:30	6:30-8:30	6:30-8:30	6:30-8:30	6:30-8:30	6:30-8:30

Interests

Tell us in which areas you are interested in volunteering:

- | | | |
|--|---|--|
| <input type="checkbox"/> Brain Injury Peer Visitor | <input type="checkbox"/> Lifeline | <input type="checkbox"/> Patient Mail |
| <input type="checkbox"/> Emergency Services Patient Friend | <input type="checkbox"/> Long Term Care | <input type="checkbox"/> Patient Friend |
| <input type="checkbox"/> Environmental Services | <input type="checkbox"/> Love Light | <input type="checkbox"/> Visitor Waiting Areas |
| <input type="checkbox"/> Gift Shop Salesperson | <input type="checkbox"/> Marketplace | <input type="checkbox"/> Special Projects |
| <input type="checkbox"/> Hospice | <input type="checkbox"/> Mended Hearts | <input type="checkbox"/> Book Cart |
| <input type="checkbox"/> Information Desk-Greeter/Escort | <input type="checkbox"/> Oncology | <input type="checkbox"/> Shuttle Driver |
| <input type="checkbox"/> Inpatient Rehab | <input type="checkbox"/> Pet Therapy (Requires certification with specific agencies.) | |

Indicate Certification:

- ___ Happy Tails
___ Alliance of Therapy Dogs
___ Therapy Dogs Int'l.
___ Pet Partners

Special Skills and Experience

Skills/Hobbies/Special Interests:

Community Affiliations and volunteer experience:

Auxiliary Membership

The Medical Center Auxiliary is led by a board of Medical Center volunteers elected by the Auxiliary's Nominating Committee and approved by the Auxiliary members. Membership dues are a minimum of \$10 per year. The Medical Center Auxiliary donates all funds earned through volunteer efforts and Auxiliary projects to enhance services of Northeast Georgia Health System.

Agreement and Signature

AGREEMENT: I understand that volunteer applicants of Northeast Georgia Health System must fulfill all Volunteer Services requirements, including completion of application, interview, tuberculosis test, and proof of MMR and current flu shot. I authorize Northeast Georgia Health System to check any references requested and to perform a criminal background check for the purpose of acquiring reference information, and I release the Health System from any liability based on such releases. I also certify the application information is accurate and complete and that the Medical Center may accept volunteers in its sole discretion and may release a volunteer at any time from serving the organization.

Signature: _____

Date: _____

For Office Use Only

Interview Date: _____

Initials: _____

Comments: _____



DISCLOSURE AND AUTHORIZATION
[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]
DISCLOSURE REGARDING BACKGROUND INVESTIGATION

NGHS - Volunteer Services Dept ("the Company") may obtain information about you for employment (including contract or volunteer services) purposes from a third party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks, including drug screening. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by MBI Worldwide, Corporate Headquarters, 101 North Park Drive, Suite 200, Herrin, IL 62948, (866) 275-4624, www.mbiworldwide.com, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

<p>New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by NGHS - Volunteer Services Dept by contacting the consumer reporting agency identified above directly. You may also contact the Company to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which the Company shall provide within 5 days.</p>
<p>New York applicants or employees only: Upon request, you will be informed whether or not a consumer report was requested by NGHS - Volunteer Services Dept and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.</p>
<p>Oregon applicants or employees only: Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that the Company has not maintained secured records is available to you upon request.</p>
<p>Washington State applicants or employees only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.</p>

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by NGHS Volunteer Services Dept. at any time after receipt of this authorization and throughout my volunteering, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **MBI Worldwide, 101 N. Park Ave., Suite 200, Herrin, IL 62948; Toll-free 866-275-4624; www.mbiworldwide.com** and/or NGHS Volunteer Services Dept. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

<p><u>New York applicants only: Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law</u></p>
<p>New York City applicants only: You acknowledge and authorize the NGHS Volunteer Services to provide any notices required by federal, state or local law to you at the address(es) and/or email address(es) you provided to the Company.</p>
<p><u>Washington State applicants only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.</u></p>
<p><u>Minnesota and Oklahoma applicants only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company. <input type="checkbox"/></u></p>

Signature: _____ Date: _____

Georgia Bureau of Investigation Georgia Crime Information Center

I hereby authorize NGHS, Volunteer Services, Gainesville, GA and MBI Worldwide, 101 N. Park Ave., Suite 200, Herrin, IL 62948; Toll-free 866-275-4624; and its applicable clients to receive any Georgia criminal history record information about me which may be in the files of any state or local justice agency in Georgia.

Last Name

First Name

Middle Name

KNOWN ALIAS #1

KNOWN ALIAS #2

KNOWN ALIAS #3

KNOWN ALIAS #4

Address

City, State

Zip Code

Male/Female _____ Race _____

Date of Birth

Social Security Number

Applicant Signature

Date

Expiration:

I, _____, give consent to the above named to perform periodic criminal history background checks for the duration of my employment with this company.