

Lindsey Garza, SR HR Generalist
 18300 St. John Drive
 Nassau Bay, Texas 77058
 Phone: (281) 523-2033
 E-mail: lgarza@houstonmethodist.org

SUMMER VOLUNTEER APPLICATION

Note: You must be 17 years or older to apply.

P E R S O N A L I N F O R M A T I O N	DATE: ____/____/____ NAME: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> (last) (first) (m.i.) </div>
	ADDRESS: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> (street) (city) (state) (zip) </div>
	PHONE NUMBERS: HOME _____ CELL _____
	E-MAIL ADDRESS: _____
	DATE OF BIRTH: _____ Driver's License State: _____ No. _____
	WHY DO YOU WANT TO BE A VOLUNTEER? _____ _____ _____
	HIGHEST LEVEL OF EDUCATION COMPLETED: _____
FOREIGN LANGUAGES SPOKEN: _____	
EMERGENCY CONTACT PERSON: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> (name) (phone) (relationship) </div>	
A V A I L A B I L I T Y	HAVE YOU EVER WORKED FOR THE METHODIST HOSPITAL SYSTEM: _____
	PLEASE CIRCLE DAY(S) AND SHIFT(S) YOU ARE AVAILABLE FOR VOLUNTEER SERVICE: MON. TUES. WED. THURS. FRI. MORNING AFTERNOON EITHER
H I S T O R Y	HAVE YOU HAD PRIOR EXPERIENCE AS A VOLUNTEER? YES _____ NO _____
	IF SO, WHERE? _____ HOW LONG? _____
	NAME OF SUPERVISOR: _____ PHONE NUMBER: _____

VOLUNTEER APPLICATION CONT'D.

NO-TI-O-N-A-R-I-O-N & S-T-A-T-E-M-E-N-T-S - R-E-Q-U-I-R-E-M-E-N-T-S - F-O-R - V-O-L-U-N-T-E-E-R-S

Can you commit to volunteering a minimum of two days per week (each day being 4 hours)?

Yes _____ No _____

If "no" – What length of time are you able to commit to volunteering?

2 – 3 months _____ 3 – 4 months _____ 4 – 6 months _____ other _____

Will you agree to practice I CARE VALUES (Integrity, Compassion, Accountability, Respect, Excellence) while serving at Houston Methodist St. John Hospital?

Yes _____ No _____

Do you have a recent TB test? Yes _____ No _____

Will you agree to a drug screening and a background check prior to serving as a volunteer?

Yes _____ No _____

If you resign or complete your duties as a volunteer, will you turn in your picture ID badge before leaving?

Yes _____ No _____

Will you do your best to enjoy your service as a volunteer, (including laughter, and the I CARE VALUES)?

Yes _____ No _____

Our dress code is business casual. A white shirt or blouse and black or khaki slacks are required with the volunteer jacket. Jeans, shorts and open-toed shoes/sandals are not allowed.

I HAVE READ THE ABOVE REQUIREMENTS AND AGREE TO UPHOLD THEM WHILE WORKING AT HOUSTON METHODIST ST. JOHN HOSPITAL AS A VOLUNTEER.

_____/_____/_____
(Signature) (Date)

Houston Methodist St. John Hospital Summer Jr. Volunteer Requirements

- 1.) A Volunteer Application must be completed and turned in to Lindsey Garza.
- 2.) All volunteers must be 17 years or older and agree to serve a minimum of two days per week and each day being a minimum of four hours.
- 3.) You must have an interview with Lindsey Garza.
- 4.) You must attend an Orientation class before beginning your volunteer service.
- 5.) You will need to provide a completed TB testing
- 6.) Complete a drug screening and background check will be conducted at Houston Methodist St. John Hospital.
- 7.) You will need to write a one page paper of why you would like to volunteer and Houston Methodist St. John Hospital.
- 8.) Provide a copy of your transcript.
- 9.) Follow Business Casual dress codes. (a) Slacks (no denim), skirts, dresses or shirt (no bare midriff or skin exposed). (b) No T-shirts with printing. (c) Closed toed shoes.
- 7.) Have good hygiene, and practice good hand washing. No perfume or cologne can be worn due to the sensitivity of a patient's sense of smell when ill.
- 8.) Smile and have a GREAT time volunteering.