

ancock Regional Hospital

801 N. State Street
Greenfield, Indiana 46140
317-468-4252

VOLUNTEER APPLICATION

Date: _____

PERSONAL

High School Student: _____ Adult: _____
(Must be 15 years of age)

Name: _____
(last) (first) (middle initial)

(address)

(city) (state) (zip)

Home Telephone:(____)_____ Work Telephone:(____)_____

Cell :(____) _____

Email Address _____

Social Security Number: _____

Have you ever been convicted or pleaded guilty to a crime or misdemeanor? If yes, please explain below. (Such acts are not an absolute bar to volunteering, but will only be considered, in relation to specific assignments.) Yes _____ No _____

Do you have any unresolved criminal or misdemeanor actions now pending against you? If yes, please explain. Yes _____ No _____

Any previous volunteer experience? If yes, what? Yes _____ No _____

How did you hear about volunteering at Hancock Regional _____

Have you ever been employed by Hancock Regional? Yes _____ No _____
When? _____

In case of emergency, contact. _____
(name) (area code) (telephone)

ASSIGNMENT

Areas of Interest:

_____ Patient _____ Clerical _____ Hospice
_____ Public _____ Service/Support

Are you able to:

Walk throughout the hospital? Yes _____ No _____
Stand for a period of time? Yes _____ No _____
Transport persons by wheelchair? Yes _____ No _____
Sit for a period of time? Yes _____ No _____
Lift? Yes _____ No _____

Skills:

_____ Typing _____ Filing _____ Copy Machine
_____ Computer _____ Telephone _____ Sign Languages
_____ Cash Register _____ Fax Machine _____ Languages

Availability:

	Time	Time
Monday	_____	Friday _____
Tuesday	_____	Saturday _____
Wednesday	_____	Sunday _____
Thursday	_____	

REFERENCES

List three references, who are not relatives, prefer employer, former employer, minister, etc.

(name) (area code) (telephone)

(name) (area code) (telephone)

(name) (area code) (telephone)

ACKNOWLEDGMENT

I agree to serve as a volunteer and commit to the following:

1. To perform my volunteer duties to the best of my ability.
2. To adhere to hospital rules and procedures, the Guild Volunteer Handbook, and confidentiality of patient and hospital information.
3. Hancock Regional Hospital is a non-smoking facility including the grounds.

I hereby certify that all information contained in this application is true and correct to the best of my knowledge.

I authorize the investigation of all statements contained in this application as may be necessary in arriving at a volunteer assignment decision, including reference checks and a criminal history background check.

I understand that, in the event of being accepted as volunteer, false and misleading information given through my application or interview(s) may result in discharge.

(Applicant's signature)

(date)

Behavioral Commitment

ATTITUDE/DEMEANOR

- I will recognize it is difficult to be a patient.
- I will respond to stated worries by individuals by providing information and reassurance.
- I will be aware of my facial expressions and non-verbal language.
- I will enthusiastically perform my job.
- I will put the needs of those around me above my own needs.
- I will recognize that patients and staff are always watching and listening.

RESPECT

- I will be an active listener in all conversations with patients, visitors and fellow associates.
- I will be alert to and promptly respond to patients', visitors' and peers' needs.
- I will speak at all times in a professional and respectful manner.
- I will be accepting of individual and cultural differences.
- I will acknowledge others with a smile, eye contact, and a warm greeting.
- I will provide an atmosphere of privacy, dignity and confidentiality.

TEAMWORK

- I will actively collaborate with members of other disciplines to provide quality customer care and service.
- I will work in a way that makes work easier for others.
- I will work to create a fun and professional work environment.
- I will seek input about my job performance from my peers.
- I will be supportive, sensitive and positive about my co-workers and organization.

ACCOUNTABILITY

- I will be attentive to the task at hand and complete it in a timely manner.
- I will perform the responsibilities of my job to the best of my abilities.
- I will be present and productive during my assigned work time.
- I will carry out my words and promises.
- I will take responsibility for my own actions and not look to place blame on others.
- I will accept feedback in a constructive manner.
- I will acknowledge, act, and apologize when problems are identified.
- I will work to systemically resolve issues.

COMMUNICATION

- I will communicate with clarity and professionalism both orally and in writing.
- I will keep people informed while resolving issues or getting answers to questions.
- I will be empathetic, provide explanations, and offer alternatives in difficult situations.
- I will facilitate clear interdepartmental communication.
- I will communicate my concerns to the appropriate person at the appropriate time in a constructive manner.
- I will maintain truthfulness and honesty in all my actions and words.

DEDICATION TO EXCELLENCE

- I will strive to perform at the highest standard.
- I will seek out the "extra" steps in performing my job.
- I will continually seek opportunities to expand my base of knowledge.
- I will anticipate and respond to all physical, spiritual, emotional, intellectual and social needs of patients and their families.
- I will exhibit pride in all that I do as well as in my place of employment.
- I will anticipate and exceed expectations both real and perceived.
- I will anticipate and address common concerns without the patient having to raise them explicitly.

As an Associate of Hancock Regional Hospital, I will continue to strive to model the above behaviors at all times with patients, visitors, physicians, co-workers and all others whom I interact with on a daily basis. My commitment to these standards will be evident in my words, actions and deeds.

Associate's Signature: _____

Print Name: _____

Date: _____

