

Thank you for your interest in the Volunteer Services program at Knapp Medical Center. Attached you will find an application that will assist you in making the best use of your talents. Requirements for volunteers are few, but they focus on sharing and concern for others. You will find our hospital a fascinating place where volunteers are regarded as an important part of the healthcare team. Once your application has been received, a background check will be obtained by our Human Resources Department which normally takes 3 – 4 days. Once Human Resources notifies us of your background check results, we will contact you to set up an appointment for an interview and orientation.

Knapp Medical Center is a non-profit, private health care center located on 19-1/2 acres in southeast Weslaco. The 227-bed full service hospital has a 16-bed Intensive Care unit, 19-bed Emergency Room, and a 300-member Medical Staff representing the major medical specialties.

Volunteers serve in various non-clinical hospital departments ranging from the front desk and gift shop to the education and marketing departments and the cafeteria. Every effort is made to match the volunteer's talents and interests with an available volunteer position. The most visible volunteer placements are at the Information Desk and Gift Shop.

Depending upon the assignment, typical duties might include: greeting visitors, stocking supplies, answering phones, copying, filing, or escorting visitors throughout the hospital.

Uniforms will be provided FREE for Permanent and Winter Texans, but students will be required to purchase **polo shirts at the Volunteer Office for (\$20)**. An orientation class must be attended by all volunteers -- these will be scheduled as needed. During orientation, hospital philosophy and policy will be discussed, and a tour will be given.

After Orientation, we we will process your Badge, TB Test (Skin Test), hospital tour, and get your uniform. Once the application process is complete, we will find you a specific department and you may start volunteering approximately 4 - 5 hours, once or twice a week, sometimes more.

******* For College Students, we do require a minimum of 75 hours.*******

Michael Swartz

Business Development & Marketing Manager



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together everyone
TEAM
achieves more

Application for Adult Volunteer Services

Name:

_____ (Last)

_____ (First)

Mailing Address:

_____ (City)

_____ (Zip)

Birthdate: _____

(Month)

(Day)

(Year)

Cell Phone: _____

Email Address: _____

Name of Employer: _____

Work Experience: _____

Department to Volunteer: _____

Name of School: _____

Name of Course/Program Applying: _____

Total Number of Hours for Course/Program: _____

Activity Level:

- Very Active (capable of walking distances and pushing wheelchairs)
- Moderately Active (some walking)
- Limited Activity (requires mostly sitting)

Other: _____

Notify In Case Of An Emergency:

Name: _____ **Phone:** _____

Relationship: _____

Volunteer Experience: _____

I would like to volunteer: _____

How did you hear about our Volunteer Program? _____

List special interests, hobbies, skills: _____

Please list two references (not related to you). We may contact if necessary:

Name	Phone Number
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Name	Phone Number
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Have you ever been convicted of or pled guilty or nolo contendere to, or had deferred adjudication for a felony or other crime? (Answering **Yes**, will not necessarily disqualify you to volunteer) Yes No

If yes, describe in full, including dates and locations.

Conviction will not necessarily bar volunteer service _____

I hereby certify that the information I supplied in this application is true, complete and correct to the best of my knowledge and I understand that any information I withheld or falsely provided in connection with the foregoing application shall be cause of rejection of this application or termination of volunteer status. I hereby authorize Knapp Medical Center, without liability, to contact references I have given and authorize said reference to make full response to any inquiries by Knapp Medical Center in connection with this application for volunteer service. Once I have completed orientation, and before I am assigned to Volunteer, I understand that Knapp Medical Center will complete a criminal background check on me.

Volunteer Signature

Date