



Volunteer Services Department  
12141 Richmond Avenue  
Houston, TX 77082

Volunteer Applicant: \_\_\_\_\_

The above named has applied to be a volunteer at West Houston Medical Center and has listed you as a personal reference on the application giving us permission to contact you. It is our policy to check references on our applicants due to the sensitive nature of the healthcare business.

Enclosed is our Volunteer Services Reference Check Form. We ask that you please complete this form for the applicant and return it to me at the above address as soon as possible. It may be faxed to me at (281) 588-8060.

If for any reason you can't or choose not to complete this form, please notify me at (281) 588-8164 or contact the applicant. We must have all references completed prior to proceeding with the application process.

Thank you for your assistance.

April Lord  
Marketing, h2u and Volunteer Coordinator  
West Houston Medical Center  
12141 Richmond Avenue  
Houston, TX 77082