



Thank you for your interest in volunteering at UT Health Northeast. We appreciate the skill sets that our volunteers bring to our organization. People from all over the region and all walks of life join us to help make Northeast Texas a healthier community. The greatest rewards come from the heart and you CAN make a difference in someone's life by starting with these three easy steps:

1. **Complete and return our application.** Once the application is received in our office, there is a 7 – 10 day processing period. When your application is processed a member of Volunteer Services will contact you to schedule an interview.
2. **Participate in orientation** (normally first day of service). This will introduce you to the hospital and give you an overview of essential topics for all hospital workers, including confidentiality, infection control, safety issues, HIPAA, and general compliance training.
3. **Take our tuberculosis skin test** (required of all healthcare workers) at our Occupational Health Clinic.

You are ready to take your place as a UT Health Hospital Volunteer! You will find lots of obliging people ready to help train you in your placement and assist you whenever you have a question.

As a volunteer, your benefits would include:

- Preferred parking (Parking Lot F) when you are scheduled to volunteer
- Free annual flu immunizations
- Free annual TB screening
- Complimentary coffee when you volunteer
- Discounts from UT Health cafeteria and gift shop with ID badge
- Annual Volunteer Appreciation Luncheon
- An opportunity for a satisfying experience with an opportunity to *Inspire by Example!*

Remember, volunteering today makes for a healthier tomorrow.

We look forward to receiving your completed application. In the meantime, if you have any questions, please feel free to contact D'Anne Moxon at UT Health Volunteer Services (903) 877-7024.

UT Health Northeast Volunteer Application

Mr./Mrs./Ms. _____ Birthday _____ / _____ / _____
First, Middle, Last Month Day Year
Address _____ Home(_____) _____
City _____ State _____ Zip _____ Work(_____) _____
E-mail address _____ Drivers License (State & Number): _____
How did you learn about UT Health Volunteer Services? _____

EMERGENCY CONTACT

In case of emergency, please notify _____
Relationship _____ Home# _____ Work# _____ Cell# _____

SKILLS AND INTERESTS

Please list community affiliations, hobbies, special skills, or abilities, languages spoken: _____

AREAS OF INTEREST (Check all that apply)

- ☐ Positions with direct patient/guest contact.
- ☐ Guest and staff support in patient care areas.
- ☐ Administrative or clerical positions in office or public setting.

If you have a specific area(s) of interest, please indicate: _____

AVAILABILITY (Check day and times you wish to work)

	Morning	Afternoon	Evening
_____ Monday	_____	_____	_____
_____ Tuesday	_____	_____	_____
_____ Wednesday	_____	_____	_____
_____ Thursday	_____	_____	_____
_____ Friday	_____	_____	_____

REFERENCES

Name: 1. _____ Telephone: _____
2. _____ Telephone: _____
3. _____ Telephone: _____

LIMITATIONS

Do you have any limitations or special needs that should be considered in your placement? If yes, please identify: _____

Reason for interest in volunteering_____

Personal Physician_____ Phone #_____

Do you have any physical limitation or health problems? Yes / No

Do you have a medical reason for not being able to take a TB skin test? Y/N

If yes, please explain_____

Personal Information: Have you ever been convicted of a misdemeanor &/or felony? Yes / No

Do you understand a background check will be conducted on you personally? Yes / No

Signature_____

Date_____

PLEASE RETURN COMPLETED APPLICATION TO:

**UT Health Northeast
c/o Volunteer Services
11937 US Hwy. 271
Tyler, TX 75708-3154**

FOR OFFICE USE ONLY: DO NOT WRITE BELOW THIS LINE

Interviewed by_____

Date_____

Uniform & Badge Issued_____

Background Ck_____

Exit Interview by_____

Date_____

Uniform & Badge Returned_____

Background Ck Recvd_____

Interview Notes:

Assignment_____

Day_____

Time_____

Task/Dept._____