



Dear Volunteer Applicant:

Thank you for your interest in the volunteer program at Shriners Hospitals for Children – Spokane. Shriners Hospitals for Children is a one-of-a-kind international health care system of 22 hospitals dedicated to improving the lives of children by providing specialty pediatric care, innovative research and outstanding teaching programs.

Children up to the age of 18 with orthopaedic conditions, burns, spinal cord injuries and cleft lip and palate are eligible for admission and receive all care in a family-centered environment at no charge regardless of financial need.

Volunteers are able to work in many areas of the hospital and are valued members of our team.

***How to begin?***

*If you are at least 18 years of age and can make a six month volunteer commitment, please complete the attached application. Volunteer positions for anyone 14 - 18 years of age are limited to special events.*

***What happens next?***

- If a position is open, an interview is scheduled. Your interests and volunteer opportunities are discussed.
- If an appropriate position is not open, we will hold onto your application for 12 months.
- If a potential match is found, an observation will be scheduled in the appropriate department.

***Congratulations – Join Our Team***

- If this is a great match - a placement is made!
- A Washington State Patrol Background Check must return as “satisfactory”
- You must pass a drug test, provide proof of vaccination to measles, rubella and chicken pox and be screened for tuberculosis. Other screenings may be required depending on your placement.
- You will attend an orientation.
- You are now part of a vital team building on the essential services provided by our staff - remarkable, no-cost health care to our patients.

***Thank you for your interest!***

We cannot place anyone who is fulfilling community service hours, or associated with a work program where there is reimbursement for work.

# Volunteer Application

Please complete and return to:

Shriners Hospitals for Children—Spokane,  
Volunteer Services, 911 W. 5th Ave., Spokane, WA 99204



**Shriners Hospitals**  
for Children™

You must be 18 years of age, and willing to commit to six months of consistent volunteer service, attend orientation, submit to a drug and alcohol screen test, and to a criminal background check.

Application Date: \_\_\_\_\_

## SECTION ONE: General Contact Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Primary Phone: (\_\_\_\_) \_\_\_\_\_ Alt. Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ Birth Date (mm/dd/yyyy): \_\_\_\_\_

Primary Physician: \_\_\_\_\_ Physician Phone: (\_\_\_\_) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

## SECTION TWO: Tell Us About You

Why have you chosen to volunteer at Shriners Hospital for Children? \_\_\_\_\_

Affiliations with Clubs and Organizations: \_\_\_\_\_

Employment:  Full-time  Part-time  Student  Unemployed  Retired

Employer/School \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Your Title \_\_\_\_\_

Description of Duties \_\_\_\_\_

Tell us about yourself, your qualities and how you'd like to volunteer at the hospital.

\_\_\_\_\_  
\_\_\_\_\_

### For Office Use Only:

Application Received: \_\_\_\_\_ Letter Sent: \_\_\_\_\_ Interview Date: \_\_\_\_\_

Ref Chk: \_\_\_\_\_ Cleared: \_\_\_\_\_ Observation: \_\_\_\_\_ Orientation: \_\_\_\_\_

Dept: \_\_\_\_\_ Position: \_\_\_\_\_ Start Date: \_\_\_\_\_ Term Date: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

List any health conditions that would limit your work: \_\_\_\_\_

Have you had Chicken Pox?  Yes  No

If not, have you been immunized?  Yes  No

Have you had a TB skin test within the last 12 months?  Yes  No

If volunteering is a school requirement, name of school and hours needed: \_\_\_\_\_

Have you ever been convicted of a felony, or released from prison as a result of a conviction, within the last seven years?  Yes  No

### **SECTION THREE: Preferences**

*Please read through the Volunteer Survey sheet attached to this packet before completing this section.*

Days/Times Available (check all that apply):

Mornings (limited)  Afternoons  Evenings

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Volunteer Position Types (check all that apply):

Clerical  Recreation/Playroom  Reception  Special Events  Nutrition Services

Phones  Computer Work

Other: \_\_\_\_\_

"Active" Work (walking, lifting, standing)  "Non-active" Work (sitting)

### **SECTION FOUR: References**

*If you have previous volunteer experience, please give us the following information:*

Organization: \_\_\_\_\_ Number of hours/months served: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_

*Please name two people you have known for at least two years, other than relatives, who could provide a recommendation for you.*

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

## Volunteer Preference Survey

We are very fortunate to have loyal volunteers. Please be aware that we may not have openings in the areas where your skills match or where you'd like to volunteer.

Check the job skills in which you have worked

Areas in which you'd like to volunteer

### Languages

- English
- Spanish
- Russian
- ESL Instructor

- Lobby
- Building Maintenance
- Grounds Maintenance

### Office/Clerical

- Filing
- Sorting/Collating papers
- Medical Terminology Transcription
- Receptionist
- Phone Console

- Outpatient Clinic
- Recreation Therapy
- Nutrition Services
- Administration / Office

### Computer Skills

- Basic
- Average
- Advanced

- Public Relations/Special Events  
(May be age 14+ for special events)

### Word Processing

- Under 25 wpm
- 25-50 wpm
- 50-100 wpm

### Software

- MS Word
- MS Excel
- MS Access
- MS PowerPoint
- Publisher
- Page Maker
- Other (please list)