

APPLICATION CHECKLIST

The following items below should be turned into the Volunteer Office as noted.

- APPLICATION: Fill out all areas and sign. If under age 18, the Parent/Guardian Permission section must be filled out and signed by Parent/Guardian.
- BACKGROUND CHECK: TO BE TURNED IN WITH APPLICATION AND PROCESSED AFTER THE INTERVIEW. If age 18 and over, fill out the form and sign - not applicable for anyone under the age of 18. At the time of the interview and after acceptance to the program, date of birth will need to be filled out on the background check form or application in order to run background check.
- LETTER OF REFERENCE-CHARACTER REFERENCE: MAY BE TURNED IN WITH APPLICATION. Reference cannot be a relative. Reference may be faxed or emailed to the Volunteer Office directly from the reference. **Reference letter must be received before an interview can be scheduled.**
 - Teens under age 18 and college students – Suggestions include one of following: teacher, coach, counselor, clergy or employer.
 - Adults age 18 and over – Suggestions include one of following: friend, business associate, employer or clergy.
 - Interns for course credit or degree – Letter/email to Volunteer Manager from Barnes-Jewish Hospital department supervisor of acceptance into program and department.
- VERIFICATION OF AGE: MUST BE TURNED IN WITH APPLICATION. Teens under age 18 must provide a legal document that states your age - driver's license, birth certificate, passport, etc. Verification of age for age 18 or older does not need to be turned in until after acceptance into the program for the sole purpose of running background check.
- COPY OF IMMUNIZATION RECORDS: MUST BE TURNED IN WITH APPLICATION. Only applies to those under 18, or if still in high school.
- PPD TEST(S): TURNED IN PRIOR TO ANY SCHEDULING OF ORIENTATION. Documentation from healthcare provider showing you had the 2-part PPD test within last 12 months.
 - If you have not had both PPD test(s) within the past 12 months, Barnes-Jewish Hospital can provide these at no charge to you after the interview process. Barnes-Jewish Hospital does not accept self-read ppd's.
 - If you have only had one PPD test within the past 12 months, you'll need 1 more.
 - Teens under age 18 – Parent/Guardian permission form must be signed for those wanting Barnes-Jewish Hospital to administer the PPD test(s).
 - Those taking the PPD test(s) at Barnes-Jewish Hospital will be given a form to be filled out and directions to the Occupational Health office at the time of the interview.
 - If you have had a past positive ppd, contact volunteer office for special instructions.
- DRUG TESTING REQUIRED FOR SPECIFIC INTERNSHIP/ACADEMIC PROGRAMS.

AFTER ALL DOCUMENTATION HAS BEEN COMPLETED AND RECEIVED, YOU WILL BE CONTACTED TO SCHEDULE AN INTERVIEW APPOINTMENT WITH THE VOLUNTEER MANAGER TO DISCUSS OUR VOLUNTEER PROGRAM.

- MAP, APPLICATION CHECKLIST AND LETTER: Should be retained for future reference and location of appointments and orientations.
- DEPARTMENT COMPETENCY (TRAINING) CHECKLIST: Form will be given to you on, or before, your first day of volunteering.

The volunteer and supervisor of the department assigned must fill out this checklist form. It is to be returned to the volunteer office within the first week of your volunteering schedule. If it has not been returned, you will be asked to discontinue volunteering until the form has been completed and turned into the volunteer office.

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