TEEN APPLICATION CHECKLIST

The following items should be turned into the Volunteer Office before an interview may be scheduled.

► APPLICATION: You must complete all areas and sign. If under age 18, or 18 or older and currently attending high school, the Parent/Legal Guardian Permission section must be filled out and signed by Parent/Legal Guardian.

► LETTER OF RECOMMENDATION: Must be turned in with application. Recommendation letter cannot come from a relative. The letter must be completed by a faculty member, teacher, coach or counselor of the school the student attends.

► VERIFICATION OF AGE: Must be turned in with the application. Verification can include a driver’s license, birth certificate, passport or on a doctor’s statement of shots given.

► COPY OF IMMUNIZATION RECORDS (SHOTS): Must be turned in with the application.

► PARENT/LEGAL GUARDIAN PERMISSION: A parent/legal guardian must sign the back of the application giving permission for the teen to volunteer. Parent/legal guardian signature is also required if Barnes-Jewish Hospital is to give the PPDs or any other required shots. A parent/legal guardian signature is required for a background check to be done if teenager is 18 years or older.

► TUBERCULOSIS (TB) TEST(S): Documentation from healthcare provider showing you had the 2-part TB (tuberculosis) tests within the last 12 months. Document must show the date given, date read and results. They cannot be self-read. Barnes-Jewish Hospital can provide these at no charge to you after the interview process.

If you have had only one TB test within the past 12 months, you will need one more in current. Those taking the TB test(s) at Barnes-Jewish Hospital must pick up a TB form at the Volunteer Office, along with directions to the Occupational Health office.

A flu shot will be required if you are shadowing during flu season (October-March).

If you have had a past positive TB test, we will need documentation from your doctor stating the date the test was given, the date read and the results. We will then need documentation on the x-ray date given and the results or the blood test date and the results. We will have you to fill out a Past Positive Form after these documents are turned into our office.
APPLICATION CHECKLIST, AND LETTER should be retained for future reference and location of appointments and orientations.

Only those applications that are complete, with all required documentation and received by the April 1st current year deadline will be considered.

We will not be able to accept additional applications once all positions have been filled even if the applications are received by the deadline date of April 1.

Applications will be processed on a first come, first served basis. You will be contacted to schedule an interview appointment to discuss our volunteer program.

Thank you for your interest in volunteering at Barnes-Jewish Hospital!

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