



Volunteer Application

Please Print

| | |
|-------------------------------------|---------------------|
| Name: (First, Middle Initial, Last) | Date of Application |
|-------------------------------------|---------------------|

| Local Mailing Address | | Seasonal Address | |
|-----------------------|----------|-----------------------------|----------|
| Street address | | Street Address | |
| City | | City | |
| State | Zip code | State | Zip code |
| Telephone Number | | Telephone Number | |
| Email address | | Dates to use Second Address | |

Summary of employment and volunteer experience (Please attach resume if available):

Special Interests and skills (i.e. office, computer, crafts, people skills, music):

Why are you interested in volunteering at Speare Memorial Hospital?

Check the times and days you are most often available to volunteer

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-----|--------|---------|-----------|----------|--------|----------|--------|
| AM | | | | | | | |
| PM | | | | | | | |
| EVE | | | | | | | |

Volunteers who are ages 14 - 17 are required to comply with New Hampshire labor laws and must complete a short additional form that can be obtained from the Volunteer Office.

Please check the information that applies to you:

- I am 18 years of age or older
- I am 14 – 17 years old and require permission to work

Continued . . .

Interest Inventory

Please check all that apply

- Reception (Assist the public in finding departments and information)
Requires: strong communication and people skills, mobility and a weekly commitment is preferred.
- Office Work (copy, file, data entry, assemble packets)
Requires: organizational skills, adherence to strict confidentiality, ability to work independently for part of the day and to keep a weekly commitment.
- Patient Services (provide conversation and activities for patients, restock supplies)
Requires: calm efficiency, communication skills, lots of walking and light lifting. Weekly commitment for at least 3 months preferred.
- Materials Management Assistant (assist with inventory, labeling, sorting the mail)
Requires standing and moving materials up to 35 lbs.
- On-call Office (short term office projects)
Requires adaptability and flexibility in time and task.
- Events (fund raisers, health fairs, educational programs or public events)
This commitment may be sporadic and infrequent.
- Gardening (indoor plant care)
Knowledgeable about basic plant care, creative, mobile and able to keep a regular schedule.
- Gift Shop (sales, purchasing, pricing, display)
Requires accuracy in handling money, people skills. Optional: aptitude for purchasing, pricing or display.
- Other (Please specify):

I understand that completing this application does not guarantee a volunteer placement at Speare Memorial. Volunteer placement is dependent on staffing needs which may vary with time. Volunteer placement is also dependent on satisfactory reference checks and the completion of required immunizations, orientation, testing, and/or training. Volunteers are an important part of making our hospital a comfortable and safe place for our patients and the visiting public. I understand that as a volunteer I am expected to stay informed of and adhere to the policies and procedures of Speare Memorial Hospital.

Signature

Date