

Dear Volunteer Applicants,

Thank you for your interest in volunteering at StoneSprings Hospital Center.

To be considered for a volunteer position with us, the attached application must first be completed and submitted to me. Your application can be submitted in the following ways:

1. Email: Heather.Sine@hcahealthcare.com
2. Mail: StoneSprings Hospital Center: Attn: Heather Sine; 24440 Stone Springs Boulevard,
Dulles, VA 20166
3. Drop off application at the front desk in the main lobby

As the need arises, the applications will be reviewed and those applicants qualified for the positions needed, will be contacted for interviews.

Junior Volunteer Application

Name _____ **Date** _____

Address _____

Phone _____ **Date of Birth** _____

Age _____ **Grade** _____

School _____ **Email** _____

Please give one personal (non-family) reference:

Name _____

Address _____

In case of emergency notify:

Mother _____ **Phone** _____

Father _____ **Phone** _____

List any training or experience which would be helpful in your hospital volunteer duties.

Day(s) Preferred:

___ Sunday ___ Monday ___ Tuesday ___ Wednesday
___ Thursday ___ Friday ___ Saturday

Time(s) Preferred:

___ Morning (8:00AM – 12:00PM)
___ Afternoon (12:00 – 4:00PM)
___ Evening (4:00 – 8:00PM)

Area(s) of Service Preferred

Information Desk Floor Volunteer Clerical
 Emergency Department Patient Service Other

Would you be willing to be on a substitute list to be called if another volunteer is unable to come in for his/her scheduled shift? Yes No

If yes, what days and hours could you substitute?

Would you like to help with special projects that come up from time to time such as community health screening, fund raiser, etc? Yes No

What hobbies, skills, or talents do you have?

Why do you want to volunteer at StoneSprings Hospital Center?

Signature: _____

Date: _____

Parent?Guardian Signature: _____

Date: _____

Your signature indicates your approval for us to check you references. This facility is not obligated to provide a placement, nor are you obligated to accept the position offered.

With your application, please include the letter of recommendation form attached, from a teacher or guidance counselor.

**StoneSprings Hospital Center
Junior Volunteer Program
Recommendation Form**

To the Applicant: Fill out the top portion of this form and take it to a teacher whom you have asked to recommend you for our Program. Give your teacher at least two days to fill out the form and ask him/her to put it in a sealed envelope with the teacher's signature across the seal when finished. Pick up the envelope from your teacher and return it to the Volunteer Office with your application form.

Student's Name: _____

Student's Grade: _____ **School:** _____

I give you permission to release the following confidential information to SSHC Volunteer Services.

Signed (student) _____ **Signed (parent)** _____

To the Recommender: Please answer the following questions about the above named student. This student is applying to the Junior Volunteer Program at StoneSprings Hospital Center. We would appreciate your insight about his/her responsibility and dependability as well as his/her maturity. In addition, any comments that would help us to learn more about this student are welcomed. Please make sure to place this form in a sealed envelope and place your signature across the seal. Please make sure to return this form to the applicant.

Teacher's Name: _____

Subject: _____ **Telephone Number:** _____

How long have you know this student: _____

Please answer the following questions:

Can you depend on this student to complete assigned tasks? Yes No

Example of this behavior (if applicable): _____

Does this student act maturely around both adult and peer groups? Yes No

Example of this behavior (if applicable): _____

Do you feel that this student will fulfill their semester commitment to SSHC?

Yes No

Example of this behavior (if applicable): _____

For the SSHC Junior Volunteer Program, I (check one)

Highly Recommend Recommend Do Not Recommend **this student for a position.**
