

Junior Volunteer Program

Piedmont Newton Hospital 2023 Application

2023 Program Dates: **June 6 – July 21**
2023 Application Deadline: **Friday, March 3 at 4 p.m.**

Dear Applicant and Parent/Guardian,

Thank you for your interest in the Junior Volunteer Program at Piedmont Newton Hospital. The program is an opportunity for rising juniors and seniors in Newton County high schools (as well as the children/grandchildren of Piedmont employees or volunteers) to volunteer at Piedmont Newton for a **minimum of 20 hours** over the summer.

Typically, junior volunteers complete a **four-hour shift weekly** during the program and serve in a single assigned hospital department. Shifts are **Monday through Friday**, usually either in the morning (**8 a.m. to noon**) or in the afternoon (**noon to 4 p.m.**). Departments that welcome junior volunteers vary each year and we cannot guarantee a particular placement, but we will make every effort to consider a student's interests. Junior volunteers often shadow hospital employees and assist with tasks such as paperwork, re-stocking supplies and patient transport.

Please carefully consider whether you can commit to the Junior Volunteer Program before applying and accepting. We can accommodate one, maybe two, absences due to family vacations, sports practices, or other summer obligations. The student would work with his or her individual department to identify a make-up day. But **if you anticipate more than one to two scheduling conflicts during the six-week program, please leave the spot for another applicant.**

We are so excited to meet our 2023 class of junior volunteers!

Sincerely,

Andrea Lane
Director of Community Relations
Piedmont Newton Hospital

How to Apply

- Print, complete and return your portion of application. You may return this in one of two ways:
 - Scan and email it to Andrea Lane at andrea.lane@piedmont.org.
 - Drop it off in-person at the information desk in the lobby of the Knox building at Piedmont Newton, which is located at 5126 Hospital Drive in Covington. Please indicate it is a Junior Volunteer Program application that should go to Andrea Lane.
- Submit two references using the corresponding forms below. One reference should be from a school leader (e.g., a teacher, coach or principal) and the second should be a character reference from someone who knows you well (e.g., a family friend, neighbor or pastor). You may submit these in one of two ways:
 - Have your references scan the completed reference form and email it to Andrea Lane at andrea.lane@piedmont.org.
 - Have your references give you the completed reference form **in a sealed envelope**. Drop those sealed envelopes off in-person to Piedmont Newton, with your portion of the application, following the delivery instructions above.
- All application materials are due by **Friday, March 3 at 4 p.m.** No exceptions.
- You will be contacted at the email address you provide, if you are selected to move forward to an in-person interview. These interviews will take place mid-March. A parent/guardian must accompany the junior volunteer applicant to the interview.

Additional Program Requirements

No exceptions will be made.

Junior volunteers must...

- Have health insurance.
- Be fully vaccinated against COVID-19. Fully vaccinated for this program is defined as having had two COVID vaccinations. A booster is not required, but is recommended.
- Submit tuberculosis (TB) test results and immunization records before program orientation. Immunization records must include COVID-19 vaccinations.
- Purchase a \$25 uniform shirt.
 - Returning junior volunteers may wear their uniform shirt from the previous year, if it is in good condition and fits properly.
- Attend one orientation class. This includes returning junior volunteers. The orientation date/time options for 2023 are:
 - Tuesday, June 6 from 9 a.m. to 12 p.m.
 - Thursday, June 8 from 1 p.m. to 4 p.m.

2023 Junior Volunteer Application: Applicant Details Form

Deadline: Friday, March 3 by 4 p.m.

<input type="checkbox"/> First-Time Junior Volunteer		<input type="checkbox"/> Returning Junior Volunteer			
Last Name:		First Name:		Middle Initial:	
Street Address:		City:		State:	Zip:
Phone:		Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Birthdate: / /		Age:
E-mail:		School:		Class of:	
Do any family members work for or volunteer with Piedmont? If yes, who?					
Do you have a particular area of interest within the medical field? If so, briefly tell us about it:					
Scheduling: Check days/times below you are available to work, between June 6 and July 21.					
Weekday	Mon.	Tue.	Wed.	Thurs.	Fri.
Morning <i>Usually 8 a.m. – 12 p.m.</i>					
Afternoon <i>Usually 12 p.m. – 4 p.m.</i>					
Please list any dates you would be <i>unavailable</i> to volunteer during the program:					
<i>* If you have more than two conflicts, please reconsider applying this year.</i>					

I certify that the information on this application is true and correct, and any omissions, misrepresentations or false information will be grounds for dismissal as a volunteer. Acceptance as a volunteer is contingent upon satisfactory references and verification of the information submitted. I authorize that all employers, schools or references thus contacted shall be released from all liability in answering inquiries related to my application.

Applicant

Name / Date (Print):

Signature:

Parent/Guardian

Name / Date (Print):

Signature:

* Reminder to applicant: You must have one reference from a school leader and one personal reference.

2023 Piedmont Newton Junior Volunteer Application: Reference Form (1 of 2)

Deadline: Friday, March 3 by 4 p.m.

How to Return: Reference should scan and email form to andrea.lane@piedmont.org or return to student in a **sealed envelope**. Call hospital volunteer office at **770-385-7866** with any questions.

Please Print

Volunteer's Last Name:

Volunteer's First Name:

Reference's Last Name:

Reference's First Name:

Reference Email / Phone:

How do you know applicant?

Please candidly describe the following characteristics of the applicant:

Personal appearance:

Maturity:

Ability to get along with others:

Attitude toward taking directions:

Sense of responsibility:

Dependability:

Additional comments:

Reference Signature: _____ **Date:** _____

* Reminder to applicant: You must have one reference from a school leader and one personal reference.

2023 Piedmont Newton Junior Volunteer Application: Reference Form (2 of 2)

Deadline: Friday, March 3 by 4 p.m.

How to Return: Reference should scan and email form to andrea.lane@piedmont.org or return to student in a sealed envelope. Call hospital volunteer office at 770-385-7866 with any questions.

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Ability to get along with others:

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Sense of responsibility:

Dependability:

Additional comments:

Reference Signature: _____ **Date:** _____