

## **2022 Summer Junior Volunteer Application Information Sheet**

Volunteer and Guest Services will receive applications for our Summer Program from **February 1 through 11, 2022 only**.

Up to 40 applicants will be contacted to arrange an interview.

If you have questions about our program, please contact Volunteer and Guest Services at [backus.volunteers@hhchealth.org](mailto:backus.volunteers@hhchealth.org).

### **THE PROCESS – APPLICATION FORM**

- Applicant completes the attached Junior Volunteer application in full
- Clearly print the e-mail address used and checked regularly
- Parent or guardian signs this application, giving the hospital permission to contact the teacher or guidance counselor chosen for required reference
- Attach a photocopy of the student's high school ID
- Attach healthcare provider or school nurse documentation of vaccinations
- Only complete applications filled out by the applicant will be considered

### **VACCINATIONS**

For the safety of our patients, we require healthcare provider documentation of the following to accompany the application:

- First and second MMR (measles, mumps, rubella) vaccinations, and
- First and second Varicella inoculations or date of disease
- Completed COVID-19 vaccinations

### **APPLICANT INTERVIEWS**

We request that a parent or guardian be present to gain an understanding of our program. Be your best; we aim to make this interview as meaningful as possible, and encourage participants to be prepared.

### **REQUIREMENTS FOR THOSE ACCEPTED INTO THE PROGRAM**

- Provide the results of TWO PPD tests (a tuberculosis skin test). The first test may be scheduled online with the Backus Employee Health office in May through early June. The second test will be scheduled before the program starts.
- Attend an eight-hour orientation on Friday, June 17, 2022 (may be rescheduled to Saturday, June 18 if the school year is extended)
- Volunteer one eight-hour day per week after June orientation until school restarts
- Commit to not be away for more than two weeks over the summer and must make up those absences.

# Summer Junior Volunteer Bridge Program FAQs:

## **When are applications due?**

Applications will be received Monday, February 1<sup>st</sup> 6:00 a.m. through Friday, February 11<sup>th</sup> 8:00 p.m. Applications may be dropped off at the Backus Hospital main entrance and given to the Information Desk staff, or delivered to the Volunteer and Guest Services Offices, Room A-G49 or A-G50.

Mailed applications must be received within these dates. Applications received before February 1<sup>st</sup> or after February 11<sup>th</sup> will be returned to you.

## **May I type my essay?**

We request your essay be handwritten by the applicant on the back of the application.

## **Why do you need a photocopy of my high school ID?**

The photocopy of your high school ID is used to confirm your enrollment and your identity.

## **Do I need to provide two PPDs with my application?**

No. Accepted applicants will receive PPD instructions in their acceptance packet.

## **What if I cannot attend the June 17<sup>th</sup> (or 18<sup>th</sup> if rescheduled) orientation?**

Accepted applicants must attend the mandatory 8-hour New Volunteer Orientation. If you cannot, you should not apply.

## **I am going to camp for three weeks; can I make up three weeks?**

Unfortunately, no, your team depends on your attendance. Junior volunteers are allowed to miss and make up two scheduled days. If you plan to be away for more than two weeks this summer, you should not apply.

The Junior Volunteer Coordinator will schedule up to two make-up days.

## **Can I pick what day I volunteer? Can I switch what day I volunteer each week?**

At the interview, you will be asked what days of the week you prefer to volunteer. Every effort is made to accommodate your preferences. You are expected to work the same day of the week for all ten weeks of the program, your team depends on your attendance.

Remember:

- Only complete applications filled out by the applicant will be considered.
- Make sure all required medical documentation, ID photocopy, and signature/initials are included.
- We will contact you via email and USPS mail, so write legibly.
- The program runs from Monday, June 20<sup>th</sup> (or June 27<sup>th</sup> if the school year is extended) to the Friday before school starts.



FOR OFFICE USE ONLY  
 Date Received: \_\_\_\_\_  
 Required Documentation: ID copy \_\_\_\_\_  
 MMR: \_\_\_\_; Varicella: \_\_\_\_; COVID \_\_\_\_\_  
 Reference Sent/Returned: \_\_\_\_/\_\_\_\_  
 Interview: Yes or No  
 Date/Time: \_\_\_\_\_  
 Accepted: Yes or No

## Volunteer and Guest Services

Applications will be received February 1 – 11, 2022  
 Up to 40 applicants will receive an interview

### APPLICATION FOR JUNIOR VOLUNTEER Summer Bridge Program

To be completed by applicant

#### Applicant Information (Must be a High School Student)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/ZIP Code: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Cell  Home

Print legibly. We will contact you via email.

#### School Information

High School: \_\_\_\_\_ High School Grad Year: 20\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP Code: \_\_\_\_\_

**Reference:** Teacher or Guidance Counselor: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Personal Statement Essay:** Approximately 300 handwritten words *written on back of this application* as to why we should select you for this program including careers you would be interested in exploring.

Attach to this application a copy of your high school student ID; proof of your first and second Measles-Mumps-Rubella inoculations, first and second varicella inoculations or documented date of disease., and complete COVID-19 vaccination. A physician's note on letterhead, prescription pad, or school nurse's note on school stationery will suffice.

I understand my son/daughter \_\_\_\_\_ if accepted is committing to volunteer one eight-hour day per week from June 20<sup>th</sup> (or June 27<sup>th</sup> if the school year is extended) until the start of school at Backus Hospital and give my permission to him/her to participate in all aspects of this program.

**Parent and Applicant Initials** \_\_\_\_\_

I also give permission for Backus Hospital to contact the school reference listed above.

**Parent and Applicant Initials** \_\_\_\_\_

I understand that the Junior Volunteer Program begins with Orientation on Friday June 17, 2022 (Saturday June 18, 2022 if the school year is extended), junior volunteers cannot miss more than two weeks, and that the program continues until the start of school.

**Parent and Applicant Initials** \_\_\_\_\_

**Complete applications will be received  
 2/1/2022 through 2/11/2022 only**

Deliver to:

Volunteer and Guest Services  
 Backus Hospital  
 326 Washington Street  
 Norwich, CT 06360

\_\_\_\_\_  
 Signature of Parent/Guardian

\_\_\_\_\_  
 Print Name of Parent/Guardian

\_\_\_\_\_  
 Preferred phone  Cell  Home

\_\_\_\_\_  
 E-mail address

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City/State/ZIP code

