

Dear Volunteer,

Thank you for your interest in volunteering with Henry Ford St. John Hospital Holley Institute. The recruitment and placement policy of the Volunteer Services department adheres to Henry Ford Health policy to provide equal, nondiscriminatory employment opportunities. In concurrence with the Fair Labor Standards Act, volunteers do not regularly perform services indispensable to the operation of the hospital.

Checklist to volunteer:

- ✓ Complete a volunteer application.
- ✓ Submit the reference form that has been completed by someone who has known you for 6 months or more. (Family members are not acceptable).
- ✓ Complete the "Authorization for Background Investigation" section. A criminal background check will be conducted.
- ✓ Complete the "Confidentiality Agreement".
- ✓ Make an appointment for required Health Assessment: This is offered through Henry Ford St. John Hospital Employee Health at: Henry Ford St. John Hospital 22151 Moross Road Professional Building One – Suite 224 Phone: 313-642-9775

- The health assessment will include drug testing (including marijuana)
- Titers for rubella, measles, and mumps.
- TB test

Once your application is reviewed, you will be called to interview with a Henry Ford Health employee. If selected for placement...

- ✓ Attend a volunteer orientation session.
- ✓ Submit proof of an influenza vaccine if volunteering for the months of November – March.
- ✓ Obtain a volunteer ID badge.
- ✓ Uniforms (lab coats) are provided by our office.
- ✓ Participate in a department specific orientation on your first day of service.

Thank you so much for joining our amazing team. Please do not hesitate to call or email with questions or concerns.

Warm regards,

B. Jill Courson, AuD
Lead Audiologist
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