

Summer 2024 Returning Junior Volunteer Application Packet



To be considered for acceptance, the following items on the checklist must be turned in by the deadline (listed on next page):

- Application
- Personal essay
- Completed Criminal History Background form



Summer 2024 Important Dates

The summer session runs from June 3rd, 2024, through August 16, 2024. We require that you miss no more than two (2) scheduled shifts during the session. If you have travel plans, a sport/extracurricular schedule, or a job that would prevent you from regular, weekly attendance please consider another organization. If you miss more than two (2) times, you will not be invited back for future sessions or receive a report of your hours.

- **Last day to turn in application:** Wednesday, March 6, 2024, by 4pm in the BURNET office.
- **The packet must be in the Volunteer Services office before 4pm on March 6, 2024! Applications are ONLY accepted at the Burnet Campus. Applications turned in at Liberty and other neighborhood locations will not be considered.**

Ways to submit your application:

1. Hand deliver to Volunteer Services at the **BURNET CAMPUS** – Building F
2. Mail to: Cincinnati Children's Volunteer Services
3333 Burnet Avenue MLC 2027
Cincinnati, OH 45229

****HAND DELIVERY RECOMMENDED****

****All postal mail, including FedEx overnight, etc. goes to the hospital mailroom for processing rather than directly to our office. Therefore, please plan accordingly. To be eligible applications must be in the Volunteer Office at the Burnet Campus by 4pm on Wednesday, March 6, 2024.****

PLAN TO CHECK YOUR EMAIL IN THE DAYS AFTER THE APPLICATION DUE DATE TO FIND OUT IF YOU'VE BEEN ACCEPTED.

- **Mandatory orientation:** We will give you information to complete this online after your interview.



Dear Returning Applicant,

Thank you for your interest in returning to the Junior Volunteer Program at Cincinnati Children's Hospital Medical Center. As we are sure you remember, there is a tremendous interest in volunteering, therefore we often receive more applications than we can accept. Our goal is to provide the most qualified candidates with placement that is satisfying to them as a volunteer while being helpful to our patients, families, and staff. With this in mind, please consider the following guidelines.

As a returning Junior Volunteer, are you able to:

1. Volunteer the same time/day each week for a 2 to 3 hour shift? ***Most availability is Monday through Friday. We have very limited weekend opportunities.***
2. Volunteer the duration of the session, missing no more than two (2) scheduled shifts (dates listed on previous page)?
3. Come for an interview between March 11th, 2024, and May 1st, 2024?
4. Complete a mandatory online orientation?

If you can meet these guidelines, we look forward to receiving your application packet. **If your packet is only partially complete it will not be considered for acceptance.**

Thank you,

Volunteer Services

Amy Biersack, Director
Juli Kiefer, Volunteer Specialist
Molly Gilbert, Volunteer Specialist
Stefanie Easley, Volunteer Specialist



Junior Volunteer Commitment

As a candidate for the Junior Volunteer Program at Cincinnati Children's Hospital Medical Center:

1. I understand if interviewed and accepted I must complete an online orientation.
2. I will be on time for my shift. If I can't come in for any reason at my assigned time, I will notify the Volunteer Office.
3. I understand that I am permitted to miss no more than TWO (2) scheduled volunteer shifts. If I miss more than TWO times, I will not get a copy of my volunteer hours and I will not be allowed to volunteer in future sessions.
4. I will consider as CONFIDENTIAL all information that I may hear directly or indirectly concerning patients or their families.
5. I will conduct myself with dignity, courtesy and consideration for others.
6. I will endeavor to make my work of the highest quality.
7. I understand that Cincinnati Children's maintains a drug free workplace as required by the Drug-Free Workplace Act of 1988. I understand that the unlawful manufacture, distribution, sale, possession, or use of controlled substance or illegal drugs by Cincinnati Children's volunteers is prohibited on Cincinnati Children's time and in or on Cincinnati Children's owned or controlled property.
8. I understand that in consideration of patients, Cincinnati Children's maintains a smoke-free workplace. While volunteering my entire person, including clothing, must be free of smoke.
9. I certify that the facts and information provided by me on this application and in my volunteer interview are true and complete. I agree that if accepted as a volunteer, incorrect, incomplete, or falsified information will be grounds for dismissal regardless of when discovered.
10. I agree to observe all Cincinnati Children's policies and procedures for volunteering at all times.

Date

Student Signature

Date

Parent/Guardian Signature

****For the parent/guardian of 15 to 17 year old applicants****

I give permission for _____ to serve as a Junior Volunteer at Cincinnati Children's. **I have also reviewed the Criminal Background Disclosure and can attest to its truthfulness.**

Signature: _____ Date: _____
Parent/Guardian



Personal Essay

For your application to be considered, you must complete a personal essay following the instructions below.

- TWO FULL PAGES typed
- Double-spaced
- Written in size 12 Times New Roman font
- **If your essay is not formatted correctly and does not meet the required length of two full pages of written content, points will be deducted from the overall score of your application packet.**

Essay Topic: Please tell us about your previous volunteer experience at Cincinnati Children's Hospital Medical Center and why it is important for you to return this session.

CRIMINAL BACKGROUND CHECK DISCLOSURE

Cincinnati Children's Hospital Medical Center (CCHMC) is committed to improving child health. As part of our employment screening process, criminal background checks are conducted for all candidates. Criminal background checks promote a safe environment and help protect our patients, families, employees, property and information.

Please explain below any felony and/or misdemeanor convictions in Ohio or anywhere else. This includes any offenses to which you plead "no contest" and those where a judge has made an alternative finding (such as "pre-trial diversion," "adjudication withheld," or "deferred judgment"). Juvenile records, expunged offenses, and sealed records also must be disclosed, and are not an exception in our background check procedure. CCHMC can access all of your conviction history. Note that the only type of offense that you do not have to disclose is a misdemeanor traffic offense (like a parking or speeding ticket) unless your job would involve driving for CCHMC.

If you aren't sure or have a question about whether something should be disclosed, you should **disclose it**. If you have *not* been convicted of or pleaded guilty to a felony or misdemeanor, please indicate "none."

| CONVICTION | DATE | OUTCOME |
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In connection with my employment at CCHMC, I authorize background checks of my criminal history. I release CCHMC from all liability resulting from the furnishing of the information. I certify that my disclosures are true and complete to the best of my knowledge. I understand that any false statement or failure to disclose may eliminate me from further consideration for employment or result in termination of employment.

Print Name Signature Date

CRIMINAL BACKGROUND CHECK DISCLOSURE

The offenses listed below are a partial list of Ohio offenses that will prohibit you from working at Cincinnati Children's Hospital Medical Center. Similar federal or other state offenses also are disqualifying. Certain positions have additional disqualifying offenses.

| | | |
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| Abduction | Illegal Administration of a Veterinary Drug | Placing Harmful Objects in Food or Confection |
| Aggravated Arson | Illegal Administration of Distribution of Anabolic Steroids | Possession of Drugs |
| Aggravated Assault | Illegal Assembly or Possession of Chemicals for the Manufacture of Drugs | Prohibitions Concerning Companion Animals |
| Aggravated Burglary | Illegal Conveyance of Weapons or Prohibited Items onto Grounds of Detention Facility or Institution | Promoting Prostitution |
| Aggravated Menacing | Illegal Conveyance or Possession of Deadly Weapon in Courthouse | Prostitution; after positive HIV test |
| Aggravated Murder | Illegal Conveyance or Possession of Deadly Weapon in School Safety Zone | Public Indecency |
| Aggravated Robbery | Illegal Dispensing of Drug Samples | Rape |
| Aggravated Theft | Illegal Manufacture of Drugs | Receiving Stolen Property |
| Aiding Escape | Illegal Processing of Drug Documents | Reckless Homicide |
| Arson | Illegal Use of a Minor In Nudity-Oriented Material or Performance | Riot |
| Assault | Illegal Use of SNAP or WIC Program Benefits | Robbery |
| Assaulting Police Dog | Impersonation of Peace Officer | Securing Writings by Deception |
| Breaking and Entering | Importuning | Sexual Battery |
| Burglary | Improperly Discharging Firearm at or Into Habitation or School | Sexual Imposition |
| Carrying Concealed Weapons | Improperly Furnishing Firearms to a Minor | Soliciting |
| Coercion | Inciting Violence | Soliciting or Providing Support for Act of Terrorism |
| Compelling Prostitution | Inducing Panic | Tampering with Drugs |
| Compounding a Crime | Insurance Fraud | Tampering with Evidence |
| Contributing to Unruliness of a Child | Interference with Custody (would have been Child Stealing if committed prior to 7/1/96) | Tampering with Records |
| Corrupting Another with Drugs | Involuntary Manslaughter | Telecommunications Fraud |
| Criminal Simulation | Kidnapping | Terrorism |
| Cruelty to Animals | Making Terrorist Threat | Theft |
| Deception to Obtain a Dangerous Drug | Medicaid Fraud | Trafficking in Drugs |
| Deception to Obtain Matter Harmful to Juveniles | Menacing | Two or More OVI or OVUAC Violations committed within 3 years immediately preceding the submission of the application |
| Defrauding a Rental Agency | Menacing by Stalking | Unauthorized Use of a Vehicle |
| Defrauding Creditors | Misuse of Credit Cards | Unauthorized Use of Property - computer, cable, or telecommunication property |
| Discharge of a Firearm | Murder | Unlawful Abortion |
| Disclosure of Confidential Information | Obstructing Justice | Unlawful Abortion upon a Minor |
| Disrupting Public Services | Pandering Obscenity | Unlawful Conduct with Respect to Documents |
| Disseminating Matter Harmful to Juveniles | Pandering Obscenity Involving a Minor | Unlawful Display of Law Enforcement Emblem |
| Domestic Violence | Pandering Sexually Oriented Matter Involving a Minor | Unlawful Distribution of an Abortion Inducing Drug |
| Endangering Children | Participating in a Criminal Gang | Unlawful Sale of Pseudoephedrine Product |
| Engaging in a Pattern of Corrupt Activity | Passing Bad Checks | Unlawful Sexual Conduct with a Minor, formerly Corruption of a Minor |
| Enticement or Solicitation to Patronize a Prostitute; Procurement of a Prostitute for Another | Patient Abuse or Neglect | Voluntary Manslaughter |
| Escape | Patient Endangerment | Voyeurism |
| Ethnic Intimidation | Permitting Child Abuse | Workers' Compensation Fraud |
| Extortion | Permitting Drug Abuse | |
| Failing to Provide for a Functionally Impaired Person | Personating an Officer | |
| Felonious Assault | | |
| Forging Identification Cards or Selling or Distributing Forged Identification Cards | | |
| Funding Drug Trafficking | | |
| Gross Sexual Imposition | | |
| Having Weapons While Under Disability | | |
| Human Trafficking | | |
| Identity Fraud | | |