

Saint Francis Volunteer Application

Saint Francis offers a variety of volunteer opportunities that accommodate all schedules. As a volunteer, you have a great impact on every area of our hospital, serving as a vital resource to our patients, families, visitors and employees.

Please complete this application and EMAIL IT to Karun.Gadiparthi@tenethealth.com

Volunteer Information

Name	Date		
Home Address:	City:	State:	Zip Code:
Phone:	E-mail Address:		
Emergency contact name:	Emergency contact phone:		
Date of birth (optional):	Gender (optional):		
Education (optional):	If retired, previous career (optional):		

Volunteer Information

Hospital: Saint Francis Memphis or Saint Francis Bartlett
Please indicate the days and time you are usually available to volunteer: Monday Tuesday Wednesday Thursday Friday Saturday Sunday Morning Afternoon Evening
Briefly describe why you are interested at volunteering at Saint Francis:
Briefly describe any special talents or interests you have:

Guidelines and Requirements

1. All volunteers are asked to provide four hours of service each week.
2. All volunteers are required to make a six-month commitment to the hospital unless otherwise approved.
3. All volunteers will be required to submit proof of COVID vaccination or complete a declination.

4. All volunteers must supply one photo ID to application.
5. All volunteers will be required to complete a criminal background check and health screening.
6. Failure to adhere to hospital policy will result in immediate dismissal.

Statement of Security and Confidentiality

1. Staff members of Saint Francis Healthcare (including employees, contractors and volunteers) are required to maintain complete confidentiality regarding any information considered CONFIDENTIAL or PROPRIETARY. This includes all patient-related information. If you ever have a question about status of any information, you should keep it confidential until its status can be verified. Failure to do so may result in termination. Staff members may use information only as necessary to perform their work duties and only in appropriate settings to maintain confidentiality.

2. I understand that I may be issued a security logon to access the Saint Francis Healthcare network. If issued, this logon/user id is to be treated with utmost confidentiality and I am the only one who will log on with this code. Computers, computer files, the e-mail system, the voice-mail system, and software furnished to staff members are Saint Francis Healthcare property intended for business use. The Voicemail system, e-mail system, numerous computers, including portable computers, computer terminal, software, and numerous Internet-connected terminals are available to assist Saint Francis Healthcare in conducting business, internally and externally. These systems, including the equipment and the data stored in the systems and all information and materials downloaded into Saint Francis Healthcare computers are and remain the property of Saint Francis Healthcare. Staff members should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored. Staff members shall not reveal or share such access codes and/or passwords with any other person. Violation may result in termination.

3. Staff members of Saint Francis Healthcare shall not install any unauthorized software on any computer within the hospital. All software used within the hospital must be approved by the manager of the area where the software will be used and the Information Systems Department. The use of Shareware products are discouraged as off-the-shelf software packages with full documentation and support are recommended. Staff members shall not make magnetic media copies of any software or make photocopies of any accompanying documentation except for backup purposes, and then only for use on the same machine. Staff members shall not install on any computer any software without an existing software license to run the software on that computer. Any violation of software licensing discovered during periodic software audits will result in a memorandum being sent to the appropriate department director and Vice President. Any unlicensed software not removed within two days shall be removed by Information Systems personnel. Repeat violations may result in termination.

4. I understand that all entries into the electronic health record are to be made under my own security logon. If an authentication code is given, only I can use it. I am responsible for making and authenticating all entries that I record into the medical record. I will not share my login or signature code with any other person, nor allow it to be used by another person for authentication or documentation purposes. I have read, and accept, the above "Statement of Security and Confidentiality" and agree to uphold this policy.

Name	Signature	Date
Parent or Guardian signature (if shadow is a minor)		Date

Guidelines and Requirements

I have read, understand and agree to adhere to the guidelines and requirements indicated above for my volunteer experience. I will contact Volunteer Services if I have any questions or concerns.

Name	Signature	Date
Parent or Guardian signature (if shadow is a minor)		Date

BACKGROUND & CREDIT CHECK DISCLOSURE AND AUTHORIZATION FORM

DISCLOSURE

This form, which you should read carefully, has been provided to you because a Tenet Healthcare facility (the "Company") may request consumer reports on you from a consumer reporting agency. The Company will use any such report(s) solely for employment purposes, including those associated with contractors, students, volunteers, physicians and other performing work for the Company.

Consumer reports on you will be obtained by the Company from HireRight, Inc., ("HireRight") located at 5151 California, Irvine, CA 92617. They can be contacted at 1 800-400-2761. Information that may be obtained includes social security number verification, criminal records, public court records, educational records, verification of employment positions held and verification of licensing and certifications. The information contained in these reports may be obtained by HireRight from private and/or public record sources including sources identified by you in your job application.

- A credit history will be procured *only* if the position you are applying for has fiduciary or cash handling responsibility, you would be issued a corporate credit card once employed, or if you will be entering into a relocation agreement.
- A driving records check will be procured *only* if the position you are applying for requires a valid driver's license.

With this Disclosure and Authorization form you are also being provided a copy of a "Summary of Your Rights Under the Fair Credit Reporting Act" as issued by the Federal Trade Commission.

AUTHORIZATION

By signing your name below you:

- Indicate you have carefully read and understand this Disclosure and Authorization form
- Consent to the release of consumer reports to the Company in conjunction with your application
- Understand that if the Company hires you, your consent will apply throughout your employment unless you revoke or cancel your consent in writing by sending a signed letter or statement to the company
- Authorize the disclosure to HireRight of information concerning your employment history, earning history, education, criminal history, credit history (when pertinent to the position being applied for) and motor vehicle history (when pertinent to the position being applied for).

This Disclosure and Authorization form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by the Company.

First and Last Name:	Signature:	Date:
Social Security #:	Date of Birth:	
Present Address:		
City:	State:	Zip:

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment, or to take another adverse action against you, must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your file disclosure). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

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- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights. For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation , Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051