



Dear Applicant:

Thank you for your interest in volunteering at North Oaks. Because the reliability, trustworthiness, skills and qualifications of our volunteers are critical to ensuring our high standards for excellence and for providing a safe environment for our patients and guests, we require the following information from all potential staff:

- Two Personal References
- Background Check
- Physical Clearance and Tuberculosis Screening
- Documentation of Immunizations (if born after 1957), and
- General Orientation.

In addition, if you are in college and interested in our Student Volunteer program, you must have completed a minimum of two semesters as a full-time student and have a GPA of 2.0.

If you would like to proceed with the process, please complete the enclosed application and the authorization for the background report. Also request that two adults – unrelated to you or to each other and who you've known for at least 1 year – each complete a reference form that we have included. When all is complete, please return everything to our office. We will then contact you to schedule an interview to discuss your interests and availability and our current volunteer needs. When you come in, we will provide you with the necessary forms for health clearance and schedule you for orientation.

If you have any questions, please call our office at (985) 230-6811. Thanks again for your interest in North Oaks. We look forward to hearing from you!

Sincerely,

A handwritten signature in cursive script that reads "Malissa Gonzalez".

Malissa Gonzalez
Volunteer Manager

A handwritten signature in cursive script that reads "Staci Arceneaux".

Staci Arceneaux
Volunteer Services/Foundation Director