

WHAT DO YOU HOPE TO GAIN FROM YOUR VOLUNTEER EXPERIENCE?

PAST VOLUNTEER EXPERIENCE (Indicate any leadership positions held)

INTERESTS, HOBBIES OR SPECIAL SKILLS

PERSONAL REFERENCES:

Please do not include physicians or relatives:

1) _____
Name Phone

2) _____
Name Phone

For Office Use Only:

Interviewer: _____

Date: _____

Orientation Date: _____

Service: _____

CONFIDENTIALITY PLEDGE

I understand that I may hear and see information that is private and confidential. Examples of confidential information are:

Patient information, both medical and financial

Private employee information (such as salaries, disciplinary action, etc.) that is not shared by the employee

Business information that belongs to Havasu Regional Medical Center or those we work with including:

- Internal reports
- Copyrighted computer programs
- Business and strategic plans
- Contract terms, financial cost data and other internal documents

Keeping this kind of information private and confidential is so important that if I fail to do so, I understand that I could be subject to corrective action and possible legal action.

I promise that:

- I will use confidential information only as needed to do my job.
- I will not share confidential information with anyone unless authorized to do so.
- I will not handle confidential information in a careless manner and will protect any access codes, computer passwords or other such information so that unauthorized persons cannot access confidential information.
- I will report to management if I think private or confidential information is being accessed or shared improperly. I understand that any such reports and my name will be kept confidential to the extent possible.
- I understand that any confidential information that I develop or work on as part of my job belongs to Havasu Regional Medical Center, not me.
- I understand that information in my computer or electronic mail files is not protected from discovery, even after I have deleted it from my files.
- I understand that these promises carry over even if I no longer volunteer with the Havasu Regional Medical Center Auxiliary.

Signature

Date