Volunteer Interview Checklist

Bring ALL of the following items on this checklist to your interview
Please allow 2 hours for your interview appointment

☐ Volunteer Application

☐ Two (2) Reference Forms
   Each reference form must be completed by an individual who has known you for at least 6 months and who is not related to you.

☐ Authorization for Criminal Records Check form

☐ Driver’s License, State ID, or other photo ID – Original and photocopy

☐ UMHS Medical Record Number (MRN) – Call the Registration Office at 734-936-4990 to register for this number.
   MRN #: ________________________________ (9 digits)

☐ Immunization Documentation – Written proof of receiving the following immunizations, or having had the disease, is accepted:
   • Measles/Mumps/Rubella (MMR) Vaccination
   • Diphtheria/Tetanus/Pertussis (TDAP) Vaccination(s)
   • Varicella (Chicken Pox) Vaccination
   • Tuberculin (TB) Skin Test** – Documentation of a negative TB test within the past 6 months, or recent chest X-ray.
   • Seasonal Flu Shot** (required during Flu Season only)

   **UMHS will provide at no charge TB Skin Test and/or Flu Shot (during flu season), at the time of interview, if needed.

College/Graduate Students ONLY:
   ☐ Confirmed class schedule
   ☐ UM ID Badge (applies to U-M students only)

High School Students ONLY: (min. 16 yrs old)
   ☐ Parent/legal guardian must accompany 16 or 17 year old student to interview
   ☐ UM ID Badge

UM/UMHS Employees:
   ☐ UM ID Badge

☐ Top three placement choices (see Volunteer Placement Opportunities)

1. __________________________________________
2. __________________________________________
3. __________________________________________

PLEASE NOTE: You will forfeit your appointment if your materials are incomplete!

If you have any questions, please check our website or contact the Volunteer Services office:

UMHS Volunteer Services
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1500 E. Medical Center Drive
Ann Arbor, MI 48109-5237
Phone: 734-936-4327
Fax: 734-936-9423
Email: umhs.volunteer@umich.edu
Website: www.med.umich.edu/volunteer

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