



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands  
1178 Hinemlu' St., Garapan, Saipan, MP 96950



Dear Prospective Volunteer,

Thank you for your interest in the volunteer program at the Commonwealth Healthcare Corporation (CHCC).

The Commonwealth Healthcare Corporation (CHCC) is gladly providing our students and community members the opportunity and means to serve others through our volunteer program. Please complete the Volunteer Application and check off all applicable documents on the checklist below:

- Copy of valid identification card/ passport copy
- Copy of police clearance (*over the age of 18*)
- Supporting letter from educational institute requiring volunteer hours (*if applicable*)

When **ALL** documentation has been completed bring **ALL** documents to the Office of Human Resources or you may email the completed application and applicable requirements to [apply@chcc.health](mailto:apply@chcc.health). You will be contacted to discuss a placement should the availability arise.

I hope that your volunteer commitment at the Commonwealth Healthcare Corporation (CHCC) be a fulfilling and educational one. I look forward to speaking with you soon.

Sincerely,

*Carlos E. Santos*

Carlos E. Santos  
Chief of Human Resources



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**VOLUNTEER APPLICATION FORM**

**GENERAL INSTRUCTIONS:** Before completing, please read the Agreement and Certification section at the end of the Volunteer Application. Type or print all answers clearly with a dark ball point pen. Answer all questions fully and accurately, sign, date, and return the application to the Office of Human Resources for processing.

**I. PERSONAL INFORMATION**

Name (First, Middle, Last) :	Other name(s) which you are or have been known by:
Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth (MM/DD/YYYY):
Street Address:	Home #:
Mailing Address:	Cell #:
	Business #:
	Email Address:
	Emergency Contact Person:
	Emergency Contact #/ Relation:

At which location are you interested in Volunteering? (Please mark an "x" in the box as applicable.)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Commonwealth Health Center (CHC)</b>	<b>Tinian Health Center (THC)</b>	<b>Rota Health Center (RHC)</b>
<input type="checkbox"/> Medical Services _____ <small>(Ex: Hospital, Outpatient Services, Ancillary Services, Dialysis)</small>	<input type="checkbox"/> Population Health Services _____ <small>(Ex: Public Health, WIC Program, Environmental Health, Mental &amp; Behavioral Health, Emergency Preparedness)</small>	
<input type="checkbox"/> Admin & Corporate Support _____ <small>(Ex: HR, Health &amp; Vital Statistics, Grants Management, Corporate Compliance, IT)</small>		

Please provide a resume/CV should you choose to include any additional spaces.

High School:	Location:
College:	Location:
Other:	Location:

**DEGREE PROGRAM**

Current educational status (choose one).

High School Student     Pre-Med Student     Medical Student     Other (specify): \_\_\_\_\_

**II. WORK EXPERIENCE**

Fill each block completely. Start with your present employer and work back. Describe all of your work, listing your most important duties first. Please provide a resume should you choose to include additional information.

Are you currently employed?     Yes     No

Are you a former employee of the Commonwealth Healthcare Corporation?     Yes     No

If answered YES, what is your reason for leaving?

Name of Employer:	Position Title:
Address of Employer:	Dates of Employment (Month/ Year) :
Name of Employer:	Position Title:
Address of Employer:	Dates of Employment (Month/ Year) :
Name of Employer:	Position Title:
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1. Why do you want to volunteer with CHCC? (Please explain. Use additional sheet should you need to include more information.)			
2. Are you receiving credit hours for school? <i>(If yes, how many hours needed?)</i> _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3. Are you required certain hours to meet license certification? <i>(If yes, how many hours needed?)</i> _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3. Are you currently pursuing a degree in medical field? (Pre-Med, Nursing, Pharmacy, etc) <i>(If yes, please specify) :</i> _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4. Are you interested in a career in healthcare? <i>(If yes, what field?)</i> _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5. What are your hours of availability? <input type="checkbox"/> Morning 7:30 am-11:30 am <b>Days available:</b> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri. <input type="checkbox"/> <input type="checkbox"/> Afternoon 12:30 pm-4:30 pm <i>(Upon selection and placement, please notify your mentor of any schedule changes or special accommodations)</i>			
6. What is the soonest available time for you to start? <i>(Please indicate a timeframe, not to exceed 6 months)</i> Effective Date: _____      Not to Exceed Date: _____			
7. Have you ever been convicted of a crime? <i>(If so, please describe fully the conviction(s) listing the nature of the offense(s), your age at the time of the offense(s), and your rehabilitation since the conviction(s) on the lines provided .</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		_____	_____
8. Volunteer Preference:		<input type="checkbox"/> Office/ Administrative / Clerical / IT Support / Outreach	
		<input type="checkbox"/> Observe and/or Shadow Clinical Staff/ Medical Provider <i>(as approved)</i>	
		<input type="checkbox"/> Other: _____	
9. List any volunteer experience you've had in the past.			
10. How did you hear about us?		<input type="checkbox"/> Friend	<input type="checkbox"/> Website
		<input type="checkbox"/> Relative	<input type="checkbox"/> Brochure
		<input type="checkbox"/> CHCC Employee	<input type="checkbox"/> Other: _____
11. Reference List. <i>Please list the names, addresses, and telephone numbers of at least two (2) people who can vouch for your reputation, character, and work record, and who have known you for at least One year. One of these should be a work reference (if applicable).</i> <b>BY SUPPLYING THE INFORMATION BELOW, YOU ARE AUTHORIZING THE COMMONWEALTH HEALTHCARE CORPORATION TO PERFORM REFERENCE CHECKS.</b>			
Name:	Email:	Name:	Email:
Contact Number:	Business/ Occupation:	Contact Number:	Business/ Occupation:
Address:	Number of years known:	Address:	Number of years known:



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## CERTIFICATION and AUTHORIZATION

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. If accepted for a volunteer assignment with the Commonwealth Healthcare Corporation, I agree to abide by the Commonwealth Healthcare Corporation's rules and regulations.

I authorize the Commonwealth Healthcare Corporation to investigate all statement contained in this application and to make inquiries of my personal references and medical history, as well as other related matters as may be necessary for determining my eligibility as a volunteer.

I agree to the following:

- I will be expected to observe confidentiality with respect to all information I may possess regarding my interactions with the Commonwealth Healthcare Corporation, its clients, patients, residents, and staff, and any knowledge of the contents of confidential records. Failure to adhere to this agreement is grounds for immediate dismissal. I also agree to maintain confidentiality after I leave the Commonwealth Healthcare Corporation for whatever reason.
- I understand that services are performed during normal business hours of 7:30 am - 4:30 pm, Monday to Friday, not to include Holidays and only on the premises of assignment and that my service does not reserve the right to travel. (Unless waived/approved by the CEO to go beyond the mentioned hours and days).
- I understand that my volunteer assignment is entered into voluntarily and that I am free to resign at anytime, and that the Commonwealth Healthcare Corporation may terminate the volunteer relationship at any time whenever it is in the best interest of Corporation to do so.
- I agree to have a health assessment at the Commonwealth Healthcare Corporation's Employee Health Office if I am offered a volunteer assignment and ANNUALLY THEREAFTER.

Volunteer Print

Name/Sign: \_\_\_\_\_ Date: \_\_\_\_\_

*If under the age of 18:*

Print Name/Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Guardian)

**Thank you for your interest in volunteering with the Commonwealth Healthcare Corporation.**

HUMAN RESOURCES OFFICE USE ONLY:	
<b>APPLICATION RECEIVED DATE:</b> _____	<b>RECEIVED BY:</b> _____
<b>Recommendation:</b>	
Reviewed/ Concurred By: _____ Carlos E. Santos, Chief Human Resources	_____ Date
Assigned Supervisor: _____ Name	_____ Department
<b>Approval:</b>	
<input type="checkbox"/> Approved <span style="margin-left: 200px;"><input type="checkbox"/> Disapproved</span>	
_____ Esther L. Muna, Chief Executive Officer	_____ Date