



Krieger School of Arts and Sciences  
Whiting School of Engineering

## Application for Volunteers - Volunteer Requirements

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**Minimum Age:** 15 years

**Number of Hours Required:** Volunteers must arrange with their department supervisor as to the number of hours that will be required.

**Processing Required:** Prospective volunteers must complete the Volunteer Application (see below) which contains the names and telephone numbers of two personal references (non-relatives). For high school students, the signature of the parent/guardian must appear on the application below. In addition, two school recommendations must be provided, and an essay (if requested by the department supervisor). Note: The school recommendation forms may substitute for the personal references.

**Health Related Documentation:** Volunteers are required to meet the University's pre-entrance health requirements detailed on the Student Health and Wellness Center website for Visiting Students/Volunteers:

[http://web1.johnshopkins.edu/shcenter/loader.php?page=info\\_for\\_new\\_students.html](http://web1.johnshopkins.edu/shcenter/loader.php?page=info_for_new_students.html)).

We strongly encourage you to complete these requirements **before** arrival at Johns Hopkins. If it is determined that a potential volunteer requires any vaccines or screening tests, those can be administered for a fee at the Student Health & Wellness Center.

**Orientation and Training:** Volunteers should be properly trained by their departmental supervisor or designated staff to successfully complete assigned tasks. This training is divided into two areas: basic workplace instruction (e.g. location of bathroom, where to put coat, etc.) and job instruction. Volunteers must satisfactorily complete all applicable training and orientation prior to commencing activities at the School. Depending on the nature of the service, training may include, but not be limited to, HIPAA requirements, health and safety, lab protocols, animal lab requirements, etc.

**Other Volunteer Application Requirements:** All documentation and information on additional requirements (such as background check requirements) can be found at <http://homewoodgrad.jhu.edu/academics/volunteer-policies/>.



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## Application for Volunteers

### Personal Information

Name \_\_\_\_\_  
Last/Family Name First/Given Name Middle Name

Date of Birth \_\_\_\_\_  
Month Day Year

Gender  Female  Male

Citizenship  U.S. Citizen  Non U.S. Citizen  U.S. Permanent Resident

Country of Citizenship \_\_\_\_\_ Country of Birth \_\_\_\_\_

City of Birth \_\_\_\_\_

Are you at least 18 years of age?  Yes  No

Parent/Guardian (Last Name, First Name) \_\_\_\_\_

### Current Contact Information

Address \_\_\_\_\_

City State/Country Zip Code

Telephone (Day) \_\_\_\_\_ Telephone (Evening) \_\_\_\_\_

Telephone (International) \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

### Volunteer Experience

Agency	Position	Start Date/End Date

### Academic Background

Name of current or most recent institution \_\_\_\_\_

Address of institution \_\_\_\_\_

Course of Study \_\_\_\_\_

Expected graduation date (MM/YYYY) \_\_\_\_\_

Highest degree earned \_\_\_\_\_

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What is your current year of study or level?  Secondary School Student  Undergraduate Student  Graduate student  Other, specify: \_\_\_\_\_

Have you ever been placed on academic probation, suspended or expelled from a college or university?  Yes  No  
If yes, please explain on a separate sheet.

Other than minor traffic offenses, have you ever been convicted of a criminal offense, or are there criminal charges pending against you?  Yes  No  
If yes, please attach an explanation (up to 100 words).

Have there ever been any charges of ethical/professional misconduct filed against you?  Yes  No  
If yes, please attach an explanation (up to 100 words).

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## References

List two people other than relatives who would be willing to serve as personal references. (Note: References are not mandatory if submitting school recommendation forms unless requested by the department supervisor.)

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

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## Emergency Contact

Name \_\_\_\_\_ Relationship to Volunteer \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (home) \_\_\_\_\_ Telephone Number (business) \_\_\_\_\_

Telephone Number (mobile) \_\_\_\_\_ Email \_\_\_\_\_

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I affirm that the information on this application form, and any additional material that I submit related to the volunteer process, is complete, accurate, and true to the best of my knowledge. I understand that furnishing false or incomplete information on any part of this application or any related materials may be cause for immediate dismissal/termination of volunteer status. I understand that any materials submitted related to my application become the property of the Johns Hopkins University Krieger School of Arts and Sciences and Whiting School of Engineering and cannot be returned or forwarded to a third party. I understand this information may be disclosed to any party with legal and proper interest.

I understand that I must be at least 15 years of age to volunteer at The Johns Hopkins University and if I am under the age of 18 years of age and/or attend high school I will need parental consent. Upon being offered a volunteer position, I understand that I may be required to provide additional information pertinent to the position for which I applied.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

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The Johns Hopkins University does not discriminate on the basis of race, color, sex, religion, sexual orientation, national or ethnic origin, age, disability or veteran status in any student program or activity administered by the university or with regard to admission or employment. Defense Department discrimination in ROTC programs on the basis of sexual orientation conflicts with this university policy. The university is committed to encouraging a change in the Defense Department policy.

Questions regarding Title VI, Title IX, and Section 504 should be referred to the Office of Equal Opportunity and Affirmative Action Programs, 130 Garland Hall, 410-516-8075.

**OFFICE USE ONLY**

Department \_\_\_\_\_ Supervisor/Sponsor \_\_\_\_\_

Title of volunteer position \_\_\_\_\_

Start date (MM/DD/YYYY) \_\_\_\_\_ End Date (MM/DD/YYYY) \_\_\_\_\_

Brief description of responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Signature of Department \_\_\_\_\_

Date \_\_\_\_\_ Signature of OIS (if applicable) \_\_\_\_\_