



Previous Volunteer Experience				
Please summarize your previous volunteer experience along with dates of your volunteer activity.				
Background Information / Authorizations				
1. Have you ever been convicted of abuse, neglect, and/or exploitation of any person or have you been convicted of misappropriation of funds or property?	YES	NO		
2. Have you ever been convicted of a crime that has not been annulled by a court? Note: A criminal conviction will not necessarily disqualify you from volunteering, depending upon the position for which you are applying	YES	NO		
3. Are you (or have you ever been) a patient at AGCHC? If answer to 3. is YES, it is the policy at AGCHC to have an AGCHC provider authorize that the patient is cleared to perform the volunteer position assigned. I agree to this...	YES	NO		
4. Do you have any relatives working at AGCHC or on our Board of Directors?	YES	NO		
5. In order that Avis Goodwin Community Health Center (AGCHC) may process my application for volunteership, I hereby authorized AGCHC and its directors, board members, employees, representatives, and agents (hereinafter collectively referred to as AGCHC) to conduct a complete investigation into my background including, but not limited to, my entire employment history, including my fitness for duty at all prior employment; education history; criminal record and military record, if any' to obtain opinions and references regarding my moral character and reputation and to solicit and obtain any other information AGCHC, in its sole discretion, deems as necessary to determine my eligibility for volunteership or for the purposes of confirming the accuracy or completeness of any information I have provided to AGCHC	YES	NO		
6. In consideration for the processing of my application for volunteership with AGCHC, I hereby RELEASE, INDEMNIFY, AND HOLD HARMLESS AGCHC and all previous employers and other persons and organizations furnishing information in connection with AGCHC's investigation into my background from any and all liability based on their authorized receipt, disclosure, and use of the information gathered in processing my application for volunteerism with AGCHC.	YES	NO		
7. I understand that, if I am extended an offer for volunteership, any offer is contingent upon a satisfactory criminal background records check and, depending on the position I am offered, my submission to a medical examination to determine my ability to perform the essential functions of the position offered. I also understand that if offered a position I will be a volunteer-at-will.	YES	NO		
				<b>Applicant Initials</b>
7. By initialing this box and each of the following boxes, I acknowledge I have received a copy of the AGCHC Volunteer Handbook and have read, understand, and agree to abide by the policies, procedures, and protocols as stated in my AGCHC handbook and I have reviewed, understand and signed the following documents which will be kept in my file.				
<b>Gray areas for agency use only</b>	<b>Specifics</b>	<b>To Do</b>	<b>Done</b>	<b>Filed</b>
Agency and Volunteer Agreement				
Audio/Video Consent Form				
Confidentiality Policy				
Criminal Records Check Form, Notarized				
Identification Badge Receipt				
Parking Permit (Rochester Only)	#			
I certify that all the above information is true and complete. I understand that any misrepresentation or omission may result in my disqualification from further consideration for volunteer opportunities and/or my termination from such.				
				YES      NO
Signature _____		Date _____		

**Printed Name**

Thank you for completing this application form and for your interest in volunteering with us.

**Interviewed by:**

**Date:**



New Hampshire Department of Safety  
**DIVISION OF STATE POLICE**  
Central Repository for Criminal Records  
33 Hazen Drive, Concord, NH 03305

## CRIMINAL RECORD RELEASE AUTHORIZATION FORM

### SECTION I

PLEASE TYPE OR PRINT CLEARLY, ALL INFORMATION IN THIS SECTION **MUST BE COMPLETED**

NAME \_\_\_\_\_  
LAST (MAIDEN/ALIAS) FIRST MI

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP CODE

DATE OF BIRTH \_\_\_\_\_ HAIR COLOR \_\_\_\_\_ EYE COLOR \_\_\_\_\_ SEX \_\_\_\_\_

DRIVER LICENSE NUMBER \_\_\_\_\_ STATE \_\_\_\_\_

PURPOSE FOR RECORD:  Housing  Employment  Annulment/Expungement  Other \_\_\_\_\_

My below signature certifies I am the individual listed above and that the information provided is true.

YOUR SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

Signed under penalty of unsworn falsification pursuant to NH RSA 641:3

### SECTION II

IF RECORD IS TO BE MAILED TO YOU, OR RECEIVED BY SOMEONE OTHER THAN YOURSELF,

## ALL OF SECTION II MUST BE COMPLETED

I hereby authorize the release of my criminal record conviction(s), if any, to the following individual:

NAME OF PERSON / FIRM TO RECEIVE RECORD \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP CODE

YOUR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NOTARY'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(Affix Seal) (Comm. Exp.)

\_\_\_\_\_  
SIGNATURE OF PERSON / FIRM TO RECEIVE RECORD DATE \_\_\_\_\_

**NOTE: A \$25.00 fee is required for each request- make checks payable to: State of NH – Criminal Records.**



## ACCESS TO CONFIDENTIAL INFORMATION

As an employee, volunteer, consultant, student, contractor, or other individual affiliated with Avis Goodwin Community Health Center (AGCHC), you may have access to what this policy refers to as "confidential information." The purpose of this agreement is to help you understand your duty regarding confidential information. Confidential information includes patient/member information, employee/volunteer/student information, financial information, other information relating to AGCHC and information proprietary to other companies or persons. Confidential information is any medical or demographic information that pertains to patients, colleagues, co-workers or other individuals associated with AGCHC which is stored and maintained, whether paper-based or computerized. Medical information is deemed confidential and should not be released to third parties unless authorized by the patient or legal representative or otherwise permitted by law. You may learn of or have access to some or all of this confidential information through a computer system or through your activities with AGCHC.

Confidential information is valuable and sensitive and is protected by law and by strict AGCHC policies. The intent of these laws and policies is to assure that confidential information will remain confidential - that is, that it will be used only as necessary to accomplish the Center's mission. You are required to conduct yourself in strict conformance to applicable laws and AGCHC policies governing confidential information. Your principal obligations in this area are explained below. You are required to read and to abide by these duties. The violation of any of these duties will subject you to discipline, which might include, but is not limited to, termination of employment and legal liability.

You will have access to confidential information which may include, but is not limited to, information relating to:

- ☞ Patients/members (such as records, conversations, registration information, patient/member financial information, etc.)
- ☞ Employees (such as salaries, employment records, disciplinary actions, etc.)
- ☞ AGCHC information (such as financial and statistical records, strategic plans, internal reports, memos, contracts, peer review information, communications, proprietary computer programs, source code, proprietary technology, etc.)
- ☞ Third party information (such as computer programs, client and vendor proprietary information, source code, proprietary technology, etc.).

Accordingly, as a condition of and in consideration of your access to confidential information, you promise that you will use confidential information only as needed to perform my legitimate duties as an individual affiliated with AGCHC. This means, among other things, that:

**ACCESS TO CONFIDENTIAL INFORMATION**

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- ☞ You will only access confidential information for which you have a need to know;
- ☞ You will not in any way divulge, copy, release, sell, loan, review, alter or destroy any confidential information except as properly authorized within the scope of your professional activities affiliated with AGCHC
- ☞ You will not remove any paper-based record, or copy, any report from the office unless otherwise permitted. Computerized health information should not be removed except in the performance of your duties and per security policies
- ☞ You will not misuse confidential information or carelessly care for confidential information
- ☞ You will safeguard and will not disclose your User ID, password or any other authorization you have that allows you to access confidential information
- ☞ You accept responsibility for all activities undertaken using your User ID, password or other authorization
- ☞ You will report activities by any individual or entity that you suspect may compromise the confidentiality of confidential information. Reports made in good faith about suspect activities will be held in confidence to the extent permitted by law, including the name of the individual reporting the activities
- ☞ You understand that your obligations under this policy will continue after termination of your employment or agreed upon terms of service with AGCHC
- ☞ You understand that your privileges hereunder are subject to periodic review, revision and if appropriate, renewal
- ☞ You understand that you have no right or ownership interest in any confidential information referred to in this policy. AGCHC may at any time revoke your access code, other authorization, or access to confidential information. At all times during your employment or affiliation with AGCHC you will safeguard and retain the confidentiality of all confidential information
- ☞ You will be responsible for your misuse or wrongful disclosure of confidential information and for your failure to safeguard my access code or other authorization access to confidential information. You understand that your failure to comply with this policy may also result in your loss of employment or affiliation with AGCHC.

I acknowledge reading this policy and agree to adhere to it.

\_\_\_\_\_  
Individual's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed