



Dear Adult Volunteer Candidate:

Thank you for your interest in the Volunteer Services at Kaiser Permanente East Bay Area—Alameda, Oakland, Pinole and Richmond, please complete this application packet. The application process normally takes 4 to 6 weeks. Please ensure you include all necessary forms in order to expedite the process.

1. **Background Clearance Authorization Report:** All adult candidates, over the age 18, must complete a required Background Clearance Authorization in order to qualify as a volunteer candidate.
2. **Adult Volunteer Application:** All adult candidates must complete the one-page application.
3. **Reference Letter:** Please include two letters of reference from an adult (not related to you) who is familiar with your character, previous work and/or volunteer service experience. The addressee should include their name, address, and telephone number.

Mail your completed packet to:

Kaiser Permanente Medical Center
Volunteer Services Department
Attention: Volunteer Application Processing
901 Nevin Avenue
Richmond, California 94801

Upon receipt of your packet, Volunteer Services reviews and begins processing your application. If you qualify, Volunteer Services evaluates you for the program and, by invitation, you may be selected to participate in our next orientation session. At Kaiser Permanente, we highly value our volunteer's commitment and contributions and we take pride in recognizing the role each individual plays in our "Best in California" healthcare status. Please contact Peggy Hill with any questions you may have via email: peggy.hill@kp.org.

Sincerely,

Peggy Hill
Volunteer Coordinator
Kaiser Permanente East Bay Area