



Dear Adult Volunteer Candidate:

Thank you for your interest in the Volunteer Services at Kaiser Permanente East Bay Area—Alameda, Oakland, and Richmond, please complete this application packet. Please return it no later than the 30<sup>th</sup> of each month for consideration during the next selection wave with the following:

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  
280 West MacArthur Blvd.  
Oakland, California 94611

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 informational session. These invitation-only sessions are scheduled four times per year. 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 Michelle W. Jackson with any questions you may have via email: [michelle.w.jackson@kp.org](mailto:michelle.w.jackson@kp.org).

Sincerely,

Michelle Heckle  
Service Director—Volunteer Services  
Kaiser Permanente East Bay Area

Michelle W Jackson  
Assistant Volunteer Coordinator  
Kaiser Permanente Oakland Medical Center