

**CONFIDENTIAL REFERENCE FORM**

\_\_\_\_\_ has applied for a volunteer position at one of the facilities below. We would appreciate you completing this reference form and returning it so that we may make a decision on the applicant's ability to fulfill the responsibilities involved in our volunteer program. The information you supply will be confidential. Thank you.

Please mail or fax the completed Confidential Reference form to the facility indicated below:

- |   |  |
|---|--|
| <input type="checkbox"/> Volunteer Services<br><b>UPMC Altoona</b><br>620 Howard Avenue<br>Altoona, PA. 16601<br>Phone: 814-889-2151  | <input type="checkbox"/> Volunteer Services<br><b>UPMC Passavant</b><br>McCandless/Cranberry Campuses<br>9100 Babcock Blvd.<br>Pittsburgh, PA 15237<br>Phone: 412-748-6581 Fax: 412-748-3399                               |
| <input type="checkbox"/> Volunteer Services<br><b>UPMC Bedford Memorial</b><br>10455 Lincoln Highway<br>Everett, PA 15537<br>Phone: 814-623-3588 Fax: 814-623-3537            | <input type="checkbox"/> Volunteer and Community Services<br><b>UPMC Presbyterian/UPMC Montefiore</b><br>Kaufmann Building, Suite 1210<br>3471 Fifth Ave.<br>Pittsburgh, PA 15213<br>Phone: 412-648-6105 Fax: 412-648-6871 |
| <input type="checkbox"/> Volunteer Services<br><b>UPMC East</b><br>2775 Mosside Blvd<br>Monroeville, PA 15146<br>Phone: 412-357-3960 Fax: 412-357-3973                        | <input type="checkbox"/> Volunteer and Community Services<br><b>UPMC Shadyside</b><br>5230 Centre Ave.<br>Pittsburgh, PA 15232<br>Phone: 412-623-2017 Fax: 412-623-6260  |
| <input type="checkbox"/> Volunteer Services<br><b>UPMC Hamot-Hamot Aid Society</b><br>201 State Street<br>Erie, PA 16550<br>Phone: 814-877-2813 Fax: 814-877-8283             | <input type="checkbox"/> <b>Hospital Elder Life Program (HELP)</b><br><b>UPMC Shadyside Hospital</b><br>5230 Centre Avenue<br>Pittsburgh, PA. 15232<br>Phone: 412-623-HELP Fax: 412-623-1148                               |
| <input type="checkbox"/> Volunteer Services<br><b>UPMC Hamot-Student Volunteers</b><br>201 State Street<br>Erie, PA 16550<br>Phone: 814-877-2326 Fax: 814-877-7590            | <input type="checkbox"/> Volunteer Services<br><b>UPMC St. Margaret</b><br>815 Freeport Road<br>Pittsburgh, PA 15215<br>Phone: 412-784-4081 Fax: 412-784-4373  |
| <input type="checkbox"/> Community Relations & Volunteer Services<br><b>UPMC Horizon</b><br>2200 Memorial Drive<br>Farrell, PA 16121<br>Phone: 724-983-7505 Fax: 724-983-7939 | <input type="checkbox"/> Volunteer Services<br><b>Magee-Womens Hospital of UPMC</b><br>300 Halket St.<br>Pittsburgh, PA 15213<br>Phone: 412-614-4185 Fax: 412-641-5497   |
| <input type="checkbox"/> Community Outreach<br><b>UPMC McKeesport</b><br>1500 Fifth Ave.<br>McKeesport, PA 15132<br>Phone: 412-664-2185 Fax: 412-664-6749                     | <input type="checkbox"/> Student and Volunteer Services<br><b>Western Psychiatric Institute and Clinic</b><br>3811 O'Hara St.<br>Pittsburgh, PA 15213<br>Phone: 412-246-5202 Fax: 412-246-5205                             |
| <input type="checkbox"/> Volunteer Services<br><b>UPMC Mercy</b><br>1400 Locust Street, Room 1128A<br>Pittsburgh, PA 15219<br>Phone: 412-232-8081 Fax: 412-232-5568           | <input type="checkbox"/> Volunteer Services/UPMC Senior Communities<br><b>UPMC Heritage Place</b><br>5701 Phillips Avenue<br>Pittsburgh, PA. 15217<br>Phone: 412-586-3710 Fax: 412-422-6208                                |
| <input type="checkbox"/> Volunteer Services<br><b>UPMC Northwest</b><br>100 Fairfield Drive<br>Seneca, PA 16346<br>Phone: 814-676-7721 Fax: 814-676-7166                      |  |



**CONFIDENTIAL REFERENCE FORM**

**PERSONAL REFERENCE:**

Applicant Name: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

Describe the applicant's reliability and willingness to make a commitment to volunteer:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please comment on applicant's attitude and other characteristics such as dependability:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you have any reservations about recommending this candidate for volunteer services?  
No    Yes    If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Reference name (please print): \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

\* Please mail or fax reference to the UPMC facility indicated on the enclosed listing.

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**UPMC Altoona**  
620 Howard Avenue  
Altoona, PA. 16601  
Phone: 814-889-2151

Volunteer Services  
**UPMC Passavant**  
McCandless/Cranberry Campuses  
9100 Babcock Blvd.  
Pittsburgh, PA 15237  
Phone: 412-748-6581 Fax: 412-748-3399

Volunteer Services  
**UPMC Bedford Memorial**  
10455 Lincoln Highway  
Everett, PA 15537  
Phone: 814-623-3588 Fax: 814-623-3537

Volunteer and Community Services  
**UPMC Presbyterian/UPMC Montefiore**  
Kaufmann Building, Suite 1210  
3471 Fifth Ave.  
Pittsburgh, PA 15213  
Phone: 412-648-6105 Fax: 412-648-6871

Volunteer Services  
**UPMC East**  
2775 Mosside Blvd  
Monroeville, PA 15146  
Phone: 412-357-3960 Fax: 412-357-3973

Volunteer and Community Services  
**UPMC Shadyside**  
5230 Centre Ave.  
Pittsburgh, PA 15232  
Phone: 412-623-2017 Fax: 412-623-6260

Volunteer Services  
**UPMC Hamot-Hamot Aid Society**  
201 State Street  
Erie, PA 16550  
Phone: 814-877-2813 Fax: 814-877-8283

**Hospital Elder Life Program (HELP)**  
**UPMC Shadyside Hospital**  
5230 Centre Avenue  
Pittsburgh, PA. 15232  
Phone: 412-623-HELP Fax: 412-623-1148

Volunteer Services  
**UPMC Hamot-Student Volunteers**  
201 State Street  
Erie, PA 16550  
Phone: 814-877-2326 Fax: 814-877-7590

Volunteer Services  
**UPMC St. Margaret**  
815 Freeport Road  
Pittsburgh, PA 15215  
Phone: 412-784-4081 Fax: 412-784-4373

Community Relations & Volunteer Services  
**UPMC Horizon**  
2200 Memorial Drive  
Farrell, PA 16121  
Phone: 724-983-7505 Fax: 724-983-7939

Volunteer Services  
 **Magee-Womens Hospital of UPMC**  
300 Halket St.  
Pittsburgh, PA 15213  
Phone: 412-614-4185 Fax: 412-641-5497

Community Outreach  
**UPMC McKeesport**  
1500 Fifth Ave.  
McKeesport, PA 15132  
Phone: 412-664-2185 Fax: 412-664-6749

Student and Volunteer Services  
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3811 O'Hara St.  
Pittsburgh, PA 15213  
Phone: 412-246-5202 Fax: 412-246-5205

Volunteer Services  
**UPMC Mercy**  
1400 Locust Street, Room 1128A  
Pittsburgh, PA 15219  
Phone: 412-232-8081 Fax: 412-232-5568

Volunteer Services/UPMC Senior Communities  
**UPMC Heritage Place**  
5701 Phillips Avenue  
Pittsburgh, PA. 15217  
Phone: 412-586-3710 Fax: 412-422-6208

Volunteer Services  
**UPMC Northwest**  
100 Fairfield Drive  
Seneca, PA 16346  
Phone: 814-676-7721 Fax: 814-676-7166

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

Please comment on applicant's attitude and other characteristics such as dependability:

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

Would you have any reservations about recommending this candidate for volunteer services?

No    Yes    If yes, please explain \_\_\_\_\_

\_\_\_\_\_

Reference name (please print): \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

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