APPLICATION INSTRUCTIONS

1) Fill out volunteer application forms and background check forms (Total 5 documents: Volunteer Information Sheet, UMDNJ TABB for Regular and Volunteer Staff, Disclosure and Authorization form, Statement of Understanding, and Volunteer Waiver form).

2) Hand in to ROAR Board members.

3) Fill out medical form application & hand into TB shot facility.

4) Go through two step TB shot process
   a. New Brunswick facility [Call ahead to confirm]
      i. Offered Monday and Wednesday 8AM-3:30PM
      ii. Clinical Research Center (CRC) building, Room 152
           (Located next to Robert Wood Johnson Hospital, enter glass doors near parking deck and take elevators to 3rd floor)
           1. One Robert Wood Johnson Place
           2. New Brunswick, NJ 08903
      iii. Phone number: 732-418-8466
   b. Piscataway facility [Walk-in]
      i. Offered everyday except Thursdays 8AM-3:30PM
      ii. EOHSI Clinical Center
           1. 170 Frelinghuysen Road
           2. Piscataway, NJ 08855
      iii. Phone number: 732-445-0123 x600

5) Receive call about completed background check

6) ID badge procedure
   a. Go to Human Resources Building
   b. 335 George Street (Two blocks from Chandler Center towards CAC, next to Radio Shack)
   c. Fill out form, take picture, and receive ID badge