



## **Recruitment and Enlistment Processing Procedure**

The Oak Park Department of Public Health will follow this written procedure when processing potential applicants for the Medical Reserve Corps. In general, this document will serve as a template for personnel to ensure that every step is completed prior to assigning volunteers to functional roles.

- Step One:** A potential applicant will identify himself or herself to Health Service through written, email or verbal request for information regarding the Medical Reserve Corps of Oak Park.
- Step Two:** A potential applicant will be referred to the Medical Reserve Coordinator for processing.
- Step Three:** A potential applicant will receive in writing or email a Medical Reserve Corps overview form which details the operating reasons behind the program, a welcome letter which introduces the Medical Reserve Corps Coordinator and reinforces the main ideas of the program, and an application form.
- Step Four:** Should an applicant wish to continue, they will be required to submit a completed application form.
- Step Five:** After the completed application is received by Health Services, a preliminary background check will be performed by the Medical Reserve Corps Coordinator. Employment status will be verified and current and previous employers may be contacted. Professional licensure, if applicable, also will be verified.
- Step Six:** After successfully passing the preliminary background check and having a current professional license verified to be in good standing, the applicant will be asked to attend an orientation meeting scheduled by the Medical Reserve Coordinator.
- Step Seven:** The applicant will be advised that the Village of Oak Park may wish to conduct a more extensive background check in the future.
- Step Eight:** The applicant will be offered a position with the Medical Reserve Corps of Oak Park and asked to participate in training sessions and meetings. A standard minimum level of training may be established.