

2017 KMCS THANKSGIVING FOOD DRIVE-EMPLOYEE APPLICATION

The holidays are just around the corner and KMC Human Resources is preparing for the Annual Thanksgiving Food Drive 2017. This program is used for providing assistance with food for eligible KMCS employees for Thanksgiving. All applications for assistance are reviewed confidentially. Acceptance into the Thanksgiving Assistance Program is not guaranteed and may be contingent upon the available resources.

Participation Criteria for Thanksgiving Assistance:

* Completed application must be completed and returned to the KMC Human Resources office by end of day on Friday, November 10th.  (Forms that are incomplete or after the deadline may not be considered)
* Participant must be a current Full-time or Part-time employee of the Kettering Medical Center Systems.

TO APPLY FOR PARTICIPATION IN THE THANKSGIVING FOOD DRIVE PLEASE COMPLETE ALL FIELDS BELOW:

Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Badge #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred E-Mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number in Family: \_\_\_\_\_\_\_\_\_\_

Continued

\*Have you participated in the Thanksgiving Food Drive before? **YES or NO** │ **If yes, When? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Previous year’s participation will be considered but does not automatically disqualify you from participation in this program and is based on the resources we have available.**

**By signing you acknowledge that you have read and understand the updated terms and conditions for participation in this program. You also understand and agree to adhere to KHN’s Standards of Behavior and therefore acknowledge that the information that you have provided above is accurate and truthful.**

**X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature Date Signed**

**Once all applications have been received and reviewed, applicants will be notified of the determination via email along with a confirmation letter to your home. Please bring your letter of approval along with you when you come to pick up your food items.**

**PLEASE NOTE: The pick-up date for the Thanksgiving Food Drive is on Friday November 17th from 8 am to 3:00 pm at the Kettering Seventh Day Adventist Church.**

**Any questions please feel free to contact KMC HR at 937-395-8833 or email Noreen.Whitmill@khnnetwork.org**

For HR Use Only:

Date Request was received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: **YES OR NO** Date Letter Mailed to Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If request was denied, Why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_