

How does the BSVM application process work?

Bon Secours Volunteer Ministry is an eleven month program that begins in mid-August and concludes the following mid-July. Although it might seem early, the application process for the program begins in the fall and winter months preceding the August start date. The following overview of our application process should answer many of your questions and help you meet the application deadlines.

Fall and Winter Months

I. Your Discernment Process.

Before applying to Bon Secours Volunteer Ministry you should take time to read through the program materials, program website, and the information about our placement sites. This is also a great time to speak with program staff about your questions and to learn more about the unique characteristics of our full-time volunteer program.

Through Early Spring.

II. Prepare Your Application.

Once you have decided that Bon Secours Volunteer Ministry seems like a good fit for your interests, you should begin preparing your application.

To begin you should:

1. Complete the initial application — submit on-line, attach to an e-mail, or send through the mail.
2. Begin gathering the materials for the complete application. Your references and physician will need time to complete their parts of your application, so contact them at least a month prior to submitting your full application.
3. After receiving your initial application, program staff will contact you for a brief introductory telephone interview.
4. Complete the information and essay responses on the secondary application.
5. Continue contact with program staff to inquire about any questions and to keep them informed about the status of your application.

Through April 15th *.

III. Submit Your Application.

Send completed application by mail to Bon Secours Volunteer Ministry. A complete application includes:

- ✓ Your initial application (if not previously submitted).
- ✓ Brief, introductory interview with program staff (if initial application submitted prior to full application).
- ✓ An official, sealed copy of your transcript.
- ✓ A copy of your résumé.
- ✓ Four signed and sealed reference forms. These forms are from a professor, a mentor/campus minister, an employer, and a peer.
- ✓ A completed self-reference form.
- ✓ Medical Forms. One is to be completed by a physician and the other is completed by you.
- ✓ Completed Secondary Application.

Please place all of the above materials (excluding the initial application if previously submitted) in one envelope. Contact program staff to confirm receipt of your application.

Deadlines: Early Admission deadline is February 28th.

All other applications are due before April 15th.

*Applications accepted on a rolling basis through June if space is available in the program.

Complete applications should be mailed to:

Bon Secours Volunteer Ministry
1525 Marriottsville Road
Marriottsville, MD 21104

Through Late Spring.

IV. Interview Process.

Within two weeks of the application deadlines, you will hear from program staff about whether or not you have been invited to interview for a position as a Bon Secours Volunteer. If you are selected to interview, then we will arrange a series of, at least, three telephone interviews. The first interview usually lasts about two hours. Subsequent interviews are about a half-hour each. Part of this process includes the opportunity to speak with a potential site supervisor at a placement site that suits your interests as well as the needs of the community.

Through Late Spring.

V. Finalize Placement and Commitment.

Within two weeks of your final interview, program staff will contact you with the selection committee's decision. This decision will identify your placement site for the volunteer year. After receiving the program's decision, you will return a signed "Statement of Commitment to Bon Secours Volunteer Ministry."

In Mid-August

VI. Your Commitment as a Bon Secours Volunteer Begins.

Bon Secours Volunteers begin their commitment with a week of orientation followed by a commissioning ceremony. You must arrange transportation to Baltimore, MD. Once you complete your commitment as a Bon Secours Volunteer, the program will contribute up to \$300 towards your travel expenses home from Baltimore.