



BVS Application **The Process for US Citizens**

Thank you for expressing interest in Brethren Volunteer Service! We are excited that you are considering BVS as an option for your future. This page will guide you through the application process and indicate the items needed to complete it. Most of the projects are located within the United States. Many applicants are interested in international placements. Since we cannot guarantee that you will be placed overseas, ask that you be willing to accept placement in the U.S. The application process takes time, so we advise that you send us your application at least 3-4 months prior to the time you are available to serve. The current project listings and an overview of BVS are available online at www.brethrenvolunteerservice.org. You can also contact the BVS office for further information or a printed copy of these materials.

Application Materials Required

1. **Application Form:** All sections must be completed unless not applicable, in which case write N/A.
2. **Application Essays:** A typed response to the essay questions in the application. BVS is open to persons of varied faith perspectives, but all participants are expected to be willing to examine and study aspects of the Christian faith during orientation.
3. **Resume:** A current resume is required with the completed application.
4. **Transcripts:** Transcripts of your most recently completed school work. Unofficial transcripts are acceptable. Transcripts are not needed from volunteers over 30 years of age who have been out of school for over 5 years.
5. **References:** Reference forms will be sent from this office. Please inform the persons you list as references that we will be contacting them. Encourage them to return the forms as soon as possible.
6. **Photo:** A recent photograph to be used by orientation staff to learn names and faces before orientation begins.
7. **Interview:** A phone interview will be conducted for each applicant. This usually occurs after acceptance into BVS, but before orientation begins.

The Application Process

Part 1: The application process can be started at any time. The application form, completed essay questions, resume, photo, and transcripts should be sent. Upon receipt of your application we will contact your references. Once we have received all of your application materials and responses from at least three (3) references (one from each category) your application will be reviewed for acceptance into our program. We recommend you call our office to check on the status of your references.

Part 2: Once you are accepted we will assign you to the next available orientation. At that time we will mail you a health screen form, a hold harmless waiver of liability form, a death benefit form, a criminal records release form, and covenant. All volunteers will be required to complete a criminal records check through BVS. BVS will provide the release form and requires a fee of \$75 made payable to Brethren Volunteer Service. These items need to be completed and returned to our office upon receipt. Acceptance into BVS does not guarantee placement at a project. This is usually determined at orientation. BVS has the final decision regarding project placement.

Important: Logistical considerations limit the number of volunteers we can place into each orientation. We will place volunteers into units in order of file completion. The deadline for filling a unit is six weeks prior to the unit's beginning date. Often a unit is filled prior to this deadline. When this happens we establish a waiting list for that unit.

This application process takes time! We suggest sending your application three to four months before the unit you would like to attend. Completing your file is your responsibility! During the application process we urge you to contact us frequently to check on the status of your file.

DON'T HESITATE TO CONTACT BVS OFFICE.

CALL US AT 1-800-323-8039, 8:00-4:00 CST, Monday-Friday, OR EMAIL bvs@brethren.org