



# FRANCISCAN VOLUNTEER MINISTRY

P.O. Box 29276 Philadelphia, PA 19125 215/427-3070 Fax: 215/427-3059 e-mail: fvmpd@aol.com

## APPLICATION INSTRUCTIONS

**Please read the instructions carefully before completing the application.**

**Applications are accepted on a rolling basis.**

We begin screening applications after January 1, and we process them in the order they arrive completed into our office. To ensure your placement in the Franciscan Volunteer Ministry, we ask that you send in your completed application as soon as possible.

Please read this sheet to familiarize yourself with the application process and follow the instructions carefully. Feel free to call or write our office at any time if you have any questions.

Many of the questions on the application do not determine acceptance in the program, but help in determining appropriate placement in the Franciscan Volunteer Ministry. Please fill out the application as completely as possible. If a question is not applicable, please write N/A. When necessary, use additional paper.

The enclosed application consists of the following:

1. Four Page Application Form
2. One Self-Reference Form
3. Three Reference Forms
4. One Spiritual Reference Form
5. One Medical History Form

**Complete all materials above and send them into our office.** Please explain any missing pieces. It is also highly recommended that you make a copy of your application for your records, in case your materials are lost in the mail. Your completed reference forms will be sent separately to the FVM office by your references.

There are a total of four references. Please sign the waiver section and give them to the people you have listed on the back of your application. You should include a variety of people, both men and women, who presently know you well, such as an employer, a professor, and a peer or roommate. Note that one form is particularly marked for a spiritual reference; this is to be completed by someone who knows you in the context of your faith life. Please have your completed reference forms mailed directly to our office in a sealed envelope with a signature across the seal.

We will acknowledge receipt of your application with a letter or a phone call. If you do not hear from us soon after you have mailed us your application, please call us. We will tell you either that your application is complete or what parts are missing.

**It is up to you to confirm that missing pieces of your application are received in our office.**

Each application is carefully read and screened to determine if the applicant is appropriate for the FVM Program. You will receive one of three things:

1. A phone call explaining that we think you are well-suited for FVM and we would like to set up a personal interview.
2. A letter asking for further information or clarification about your application.
3. A letter saying we have determined that FVM is not the program for you at this time.

After your personal interview we either:

1. Offer you acceptance as part of the Franciscan Volunteer Ministry and ask you to have a physician's report completed by your doctor, to have a dental report completed by your dentist, and to have your transcripts sent to the FVM office;

or

2. Determine that the Franciscan Volunteer Ministry is not the program for you at this time.

Once most of the coming year's Franciscan Volunteer Ministers have been accepted, we decide where volunteers will be placed in the context of prayer. You will receive prompt notification of your placement, once it is finalized.

**SEND COMPLETED APPLICATION AND OTHER CORRESPONDENCE TO:**

Program Director  
Franciscan Volunteer Ministry  
P.O. Box 29276  
Philadelphia, PA 19125  
215-427-3070  
215-427-3059 Fax  
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