

APPLICATION PROCESS

1. **APPLY:** You will see the link below that will lead you to our application. This is step one, and the answers you provide us will enable us to gauge how we can best serve you if you are on staff with us. Applications are due MARCH 23, 2017. Once the application is filled out, we will set out a time meet you for an interview.
2. **INTERVIEW:** We want to get to know you and we want you to get to know us. You will have the opportunity to ask us questions, and we will use the meeting to gather further information that will help us to set you up for success.
3. **ACCEPTANCE:** Once you have applied and had your interview, we will contact you via email as it pertains to your acceptance to the Internship Program. This is a rolling acceptance process, but we will have all acceptance emails sent out by APRIL 15, 2017.
4. **CONTRACT:** upon receiving your acceptance email, you will receive an several attachments that pertain to establishing you as an official part of our staff. Within this initial email, there will be a contract for work that will need to be printed out, signed, and returned to Wesley by MAY 1, 2017.
5. **SUMMER:** Once the contract is turned in, you will receive your welcome package that will include instructions for preparing to be on staff, summer reading guidelines, and a schedule of what to expect from us.