



We are pleased you are interested in our Internship Program. Please return the Common Application, the items listed below, and any other information you would like to share in **one envelope by the due date**. You will receive an email to confirm that we have received your application.

**Please Include with Your Application:**

1. Current Resume
2. Academic transcript from all universities attended (student copy is acceptable)
3. Letters of Recommendation—you will need to have 2 letters. Please note that 1 of these letters must be from your professor and the other is from someone that has observed your work with children.
4. Documentation of 150 hours of work with children in a medical setting (i.e. volunteer, practicum experience, child life assistant). Please use verification form, time sheet, or letter for documentation of hours.
5. Documentation of 150 hours of work with children in a non-healthcare setting (i.e. day care, school, after school, etc.). Please use verification form, time sheet, or letter for documentation of hours.
6. Documentation of 50 hours of work with children in a stressful situation (i.e. camps for children with medical diagnosis, support groups, etc.). Please use verification form, time sheet, or letter for documentation of hours.
7. Documentation of completed Child Life Practicum of at least 100 hours. Please use verification form with Common Application or letter for documentation.
8. Copy of 2019 Eligibility Assessment that is completed by the Association of Child Life Professionals.

**Send completed application in one envelope and direct questions to:**

Supervisor, Child Life Department  
Children's Hospital of the Greenville Health System  
701 Grove Road  
Greenville, SC 29605  
864-455-7846

**Interview Process:** After reviewing all applications, we will do a first round of phone interviews with selected applicants. From these applicants we will determine who will make it to the final round of interviews. Candidates will be expected to travel to site for an in-person interview if they live within 300 miles of our hospital. If they live beyond 300 miles, a phone interview will be scheduled.