



1. Center receives Application either online or through Fax or US Mail.



2. Center confirms receipt w/applicant and forwards Application to Interviewer closest to applicant.



3. Interviewer Checks App for completeness:
 • Personal Reference
 • Vet References
 • FELV/FIV testing
 • Landlord Letter



4. Sends introductory email to applicant explaining process, and requesting any additional information



5. Interviewer verifies Vet information



6. Interviewer checks References via email or telephone interview

Interviewer contacts applicant for additional info as required



10. Interviewer sends congratulatory email to applicant with directions to contact Center to discuss cats



9. Interview notes are Faxed to Center



8. Interviewer conducts interview



7. Interviewer Contacts Applicant to schedule Telephone Interview 30-45 minutes



8a. Interviewer sends rejection note, cc: Center explaining reason for rejection

SIAMESE RESCUE
ADOPTION INTERVIEW PROCESS