Overview

In order to apply to an AmeriCorps position at the [blank] AmeriCorps Project, you must submit an application to one of our listings online at My.Americorps.gov.

All applications must have appropriate spelling, grammar, and capitalization, and must also accurately reflect your experiences and skills in order to move forward in the application process. Incomplete applications will not be considered for AmeriCorps Service.

Please note that there is no spelling or grammar check in the online application system. We strongly encourage applicants to compose their application using Word to ensure that spelling and grammar are correct and to avoid loss of information due to system time-outs.

This is a step by step guide providing more information about applying for AmeriCorps service online. Only applicants who apply through our online system will be considered for service. (To jump to a different section of this document, click on the title in the index below)
Registering on the AmeriCorps website

To begin an application, first create an online account on the AmeriCorps website.

Fill out all of your basic information on the first step of Create Profile.

The AmeriCorps website asks you to provide your first name, last name, social security number, date of birth, and email address.

Check to ensure that your name, date of birth, and email address are all entered correctly into the form because you will not be able to change this information later. All names and locations must be properly spelled and capitalized.
AmeriCorps Online Application Guide

During the next three steps of the process, you will create an online AmeriCorps profile. Fill in your residency (city of birth, state of birth, country of birth, and gender), mailing address, and permanent address information (not pictured below).

Additionally, you need to include your availability for beginning AmeriCorps service.

Make sure all of this information is accurate, as this helps determine relocation reimbursement for eligible candidates. Members relocating more than 50 miles away from their home of record (or permanent address) to their service site are eligible for a relocation allowance (if approved).

Next, fill out the Skills and Experience section. Indicate your highest level of education attained, whether or not you are a veteran of the US Armed Forces, and indicate whether

<table>
<thead>
<tr>
<th>Current Mailing Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this a foreign (non-US) address? Click here.</td>
</tr>
<tr>
<td>^ Street address 1:</td>
</tr>
<tr>
<td>Street address 2:</td>
</tr>
<tr>
<td>^ City:</td>
</tr>
<tr>
<td>^ State:</td>
</tr>
<tr>
<td>^ Zip code:</td>
</tr>
<tr>
<td>^ Preferred Phone:</td>
</tr>
<tr>
<td>Is this an international phone number? Click here.</td>
</tr>
<tr>
<td>Other Phone:</td>
</tr>
<tr>
<td>Is this an international phone number? Click here.</td>
</tr>
<tr>
<td>^Preferred method of communication:</td>
</tr>
</tbody>
</table>

Developed in January 2013 by the New Haven Education AmeriCorps VISTA Project
or not you speak any other languages. You will have the option to include the languages you speak and your fluency in those languages.

Additionally, you must check off the skill areas that most reflect your skill set and experiences. You can check off as many as you like, and make sure that these skills reflect the skills in your resume. You will be able to provide examples for these skills in the Skills & Experience section of the AmeriCorps online application.

Finally, you have the option to write in any additional information that you feel will help in evaluating your application. This information will appear on the first page of your AmeriCorps application.
Creating an Application

After you register on the AmeriCorps website, you will see the following screen—the Application home page. To create an application, click on Applications in the left hand navigation bar.

Next, click on the Create Application button. (Note: you can return to this page if you need to edit your application at any time)
Motivational Statement

The first section of the application is the Motivational Statement. You must write a thoughtful paragraph explaining why you are motivated to serve in a national service program. We encourage applicants to provide specific examples and reasons for applying to AmeriCorps. Try to use examples from your personal or professional life that show that you are motivated to serve. Think of the motivational statement as a “mini essay.” Don’t be afraid to use personal examples in this statement!

Before moving forward in the application, check your motivational statement to ensure that it accurately reflects why you are applying for AmeriCorps national service.

Be sure to save your response! Please note that the online application system does not have a built-in spell check or grammar check feature.
Skills and Experience

Explain each of the skills that you selected while creating your profile. If you feel you have left something out, you can go back and add or delete skills by saving your application and going back to your profile (click Edit).

Provide brief examples for each of your skills. Additionally, include all relevant work experience (including titles, dates, supervisor name, and explanation of duties).

Ensure that all skills and experience included reflects the information in your resume.

You can also include any relevant certifications along with their expiration date.
**Education**

Enter all information for completed degrees and certificates

First, check off the highest level of education that you will have completed during the time you plan to serve as an AmeriCorps member.

Provide accurate dates of attendance at your schools, as well as the dates for receiving your diploma. Include information for any and all associates, bachelors, or masters degrees earned.

<table>
<thead>
<tr>
<th><strong>Click here for help.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Check the highest level of education that you will have completed by the time you are planning to serve in AmeriCorps. (Choose only one):</td>
</tr>
</tbody>
</table>

- Less than high school completed
- High school graduate
- Technical school/apprenticeship/vocational
- College graduate
- Graduate degree
- Professional degree (medical, law)
- Some college
- Some graduate study
- Associates degree (AA)
- GED

**Post-secondary Schools.**

Starting with the most recent, list all schools after high school that you have attended, including trade or technical schools, military training and employment training programs.

You may add additional schools by clicking the “Add Another” button below.

<table>
<thead>
<tr>
<th>Name of School (most recent first):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of School (City, State):</td>
</tr>
<tr>
<td>Attended from (mm/yyyy):</td>
</tr>
<tr>
<td>Attended through (mm/yyyy):</td>
</tr>
<tr>
<td>Major area of study:</td>
</tr>
</tbody>
</table>

You will have the option to add more schools by following the directions on the online application.
Community Service

First, you must list any and all volunteer activities that you’ve been involved with. Include the name, location, and phone number of the organization. Additionally, you must provide a brief description of your involvement with that organization. Include how long you have volunteered with this particular organization and how many hours per month you volunteered with them. You can add as many organizations as you want.

We are looking for applicants with volunteer experience, so it is important for you to accurately describe your volunteer activities.

Remember to use proper spelling and grammar when describing your involvement in community service.
Finally, you must write a thoughtful paragraph about why you volunteer. Use the prompt on the AmeriCorps application to guide your response. Provide examples from your volunteer experiences or from your life to strengthen the paragraph.

Because AmeriCorps is a national volunteer service program, providing a detailed, thoughtful response about why you volunteer is extremely important for your candidacy. Think of this response as another “mini essay.” Don’t be afraid to use personal examples in this statement!

Remember to use complete sentences and correct grammar and spelling while writing your volunteer response. Again, there is no spelling or grammar check so you may opt to compose your statement in Word or another program before entering it in the application.
AmeriCorps Online Application Guide

**Employment History**

Starting with your most recent employment, list and describe your employment history. This can include fellowships, internships, part-time or full-time paid work, or self-employment.

Type in the name of the organization, location, and supervisor contact information.

Provide your job title, a brief description of duties, and a reason for leaving (if possible). You must also provide the length of employment as well as the time commitment of employment (hours per week).

Try to make your employment history reflect your resume as closely as possible so that the AmeriCorps application accurately reflects your skills and experience.

You can add other jobs as well.

---

**Name and Address of Employer**

- **Organization:**
- **City:**
- **State:** Idaho
- **Supervisor Name:**
- **Supervisor Phone:** (555) 555-0000
- **Supervisor E-mail:**

**Job Title and Duties**

- **Title:**
- **Duties:**
- **Reason For Leaving:**

**Dates and Times**

- **From (mm/yyyy):**
- **To (mm/yyyy):**
- **Hours/week:**

---

Developed in January 2013 by the New Haven Education AmeriCorps VISTA Project

11
Criminal History

Next, you must complete the criminal history questionnaire. All AmeriCorps members must complete a background check before beginning service, and the questionnaire is the first step in that process. Select the answers that apply to you, and then move on to the next step in the application process.

Please be honest and forthright with the information you provide. Any misinformation you provide will automatically disqualify you for service as an AmeriCorps member.

Please note that a criminal history alone does not disqualify an applicant from AmeriCorps service—the only crimes that disqualify applicants from service are sex offenses or murder. Other crimes can be accompanied by an explanation.

**Criminal History Questionnaire**

The AmeriCorps application process requires a criminal history check to ensure community members with whom we work are protected, particularly children, individuals with disabilities, and individuals over 60 years old.

We are investigating for past sexual offenses and violent crimes, or crimes that would have a direct bearing on your service. This background check will entail a search of the National Sex Offenders’ Public Registry and may include a statewide criminal history repository check and/or a FBI criminal history check, which will require you to submit fingerprints.

You will not be permitted to serve or work with children, individuals with disabilities, or individuals over 60 years of age, without supervison, until the history check is complete and you are cleared. The review process is lengthy, and normally completed within weeks.

Answer the following questions fully. Evidence of a criminal conviction or juvenile adjudication may or may not, depending on circumstances, disqualify you from consideration. However, any intentional misrepresentation or omission is grounds for disqualification.

Click here for help.

Answer the following questions and include misdemeanors and any offense that led to pre-trial intervention and/or fines other than speeding or parking tickets.

Have you ever been convicted as an adult, or adjudicated as a juvenile offender, of at least one criminal offense by either a civilian or military court?  
  Are you currently facing charges for any offense, on probation or parole?  

If you answered yes to any of the questions above, please provide the following information. (To record multiple convictions/adjudications, click the “add another” button, below.)

[add another]
References

In order to move forward in the application process, you need two references completed online in the AmeriCorps portal.

Family members, friends, and coworkers are not appropriate references. In order to be approved for service, references must come from a job supervisor, professor, volunteer supervisor, or mentor.

We recommend that you contact each of your references in advance to ensure that they will be able to complete the online form for you.

On the references tab of the application, you can see each reference that you have created in the system, and whether or not that reference has completed the online application form. You can also choose different references to submit. To create a reference, click on the New Reference button.

You will then see the Create New Reference request form.
AmeriCorps Online Application Guide

Fill out the name and contact information for your reference, including email, title, address, and phone number.

Once you click **Submit**, the AmeriCorps website will automatically email your reference with a copy of the online reference form.

You will return to the online application and will have the opportunity to enter a second reference by following the same process.

After entering your reference information, select the two references that you want to use for this application. Click **Finish Application**.

**Applying for a listing**

After you complete your application, you can now submit the application to one of our listings.
To find our listings, click **Search Listings** on the left hand navigation bar or click on the link below.

https://my.americorps.gov/mp/listing/publicRequestSearch.do

For program type, select **AmeriCorps State and National**. For the state, select **Idaho** from the drop down menu. Finally, to see our open positions, **type [blank]** in the **Program Name field**. This will show you all of the open positions for our program specifically.

Click on any one of the listings, review the position descriptions, and then click the red **Apply Now** button at the bottom of the page.

Select the application that you plan on using, and then fill out the **Submit Listing Certification**. This will certify that you provided accurate information in your application and that you are over the age of 18.
Finally, click submit! You have officially applied to a [blank] AmeriCorps Project position!

Submit Listing

The following application will be used to submit:

- Application 2

Certification

☐ By submitting this application electronically, I certify that all of the statements made in this application are true, correct, and complete, to the best of my knowledge, and are made in good faith. Misrepresentation or omission of information could result in disqualification or termination as an AmeriCorps member. If I am selected for participation in some AmeriCorps programs, including AmeriCorps NCCC, I may be required to submit to a physical examination, including drug and alcohol testing. Background and security checks may also be conducted by some programs.

PRIVACY ACT NOTICE:
The Privacy Act of 1974 (5 U.S.C. § 552a) requires that the following notice be provided to you. The authority for collecting information from you in this application is contained in 42 U.S.C. 12592 and 12815 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. 4950 of the Domestic Volunteer Service Act of 1973 as amended. You are advised that submission of the information is entirely voluntary, but the requested information is required in order for you to participate in AmeriCorps programs.

The principal purpose for requesting the personal information is to process your application for selection for an AmeriCorps program, and for other general routine purposes associated with your participation in an AmeriCorps program. These routine purposes may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests, to present and former employers, references provided by you in your application, and educational institutions, for the purpose of verifying the information provided by you in your application. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information will not otherwise be disclosed to entities outside of AmeriCorps and the Corporation for National and Community Service without your prior written consent.

☐ I am over the age of 18 and certify that all of the information I have provided is true and correct.

☐ I am under the age of 18 and will send a certification form signed by my parent or legal guardian. (Please use the Print button below to download a portable version of this form. After completing the form, please mail it to the contact address listed in the description of the program to which you are applying.)

Education Award Limitations

Additional Information

Due to our competitive application process, the [blank] AmeriCorps project requires candidates to provide two additional pieces of information. We will contact you after you submit your online application to receive this information.

1. Resume
2. Cover letter explaining interest in AmeriCorps service.