



AMERICORPS APPLICATION

Your World. Your Chance
To Make It Better.



APPLY TODAY!

www.americorps.gov



Thousands of Opportunities Await. **Apply Today!**

To learn more about AmeriCorps and each of the programs, visit www.americorps.gov. Or call the AmeriCorps hotline at 1-800-942-2677 (TTY 1-800-833-3722).

PLEASE READ THIS INFORMATION BEFORE COMPLETING THE APPLICATION

- This application may be used to apply for most AmeriCorps programs. However, if you are applying to an AmeriCorps*State or AmeriCorps*National program, you should first check with the program to see if it requires additional or alternate forms. To determine specific application requirements visit the AmeriCorps website at www.americorps.gov or call 1-800-942-2677.
- If you're applying to more than one AmeriCorps program, complete the entire application except for question 11 and the final "Certification" Section. Make one copy of the application for each program. Then, answer question 11 and sign each copy separately before mailing.
- You may use additional sheets of paper to provide more detailed information that will not fit on this application form. Enclose everything in the final application packet that you submit.
- Two reference forms are enclosed in this packet. They are an important part of your application and must be submitted with your application. Your application cannot be considered without references. If you are applying to multiple programs and using the same person as a reference, please remind them to make multiple copies after completing the reference form.
- Make a copy of your application for your personal records before you send it in.
- Send your application to the right place. Please refer to the back cover for instructions.
- This publication is available upon request in alternative formats for people with disabilities. E-mail questions@americorps.org or call 1-800-942-2677; TTY: 1-800-833-3722.

Public reporting burden for this collection of information is estimated to average 45 minutes per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the form. Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Office of Public Affairs, Attn: Denise Yeager, 1201 New York Avenue, NW, Washington, DC 20525. The Corporation informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed on page 1 are current and valid. (See 5 C.F.R. 1320.5(b)(2)(i).)



AMERICORPS APPLICATION

11. Which AmeriCorps program are you applying to? Check only one. If you are applying to more than one AmeriCorps program, fill this in after you copy your application. Enter the program information on each application.

AmeriCorps*NCCC (National Civilian Community Corps)

Members ages 18 to 24 serve in a 10-month team-based residential program to complete a variety of service projects in the areas of education, disaster services, the environment, and other unmet needs. Members often travel to projects throughout their region.

Fall Class (September/October start dates) Winter Class (January start dates)

AmeriCorps*VISTA (Volunteers in Service to America)

Members provide indirect service through private organizations and public nonprofit agencies, addressing issues related to poverty—such as public health, education, the environment, public safety, and employment—by developing and mobilizing resources that create long-term sustainable benefits at a community level.

Program Name _____

Program Address _____

AmeriCorps*State and National

Members serve either in teams or individually through national and community-based private and public organizations. Members help solve community problems through direct and indirect service, in the areas of education, public safety, the environment, and other human needs, such as health and housing.

Program Name _____

Program Address _____

EDUCATION

12. Check the highest level of education that you will have completed by the time you are planning to serve in AmeriCorps. (Check only one.)

- Some high school Associate's degree Graduate degree
 High school diploma or GED Some college Other (please specify): _____
 Technical school/Apprenticeship Bachelor's degree

13. List all schools after high school that you have attended, including trade or technical schools, military training and employment training programs.

| Name of School (List most recent first) | Location of School (City/State) | Dates Attended | | Major or Area of Study | Type of Degree or Certificate | Date Received or Expected |
|--|---------------------------------------|-----------------|---------------|------------------------------|-------------------------------------|---------------------------------|
| | | From Mo./Yr. | To Mo./Yr. | | | |
| A. _____ | | | | | | |
| B. _____ | | | | | | |
| C. _____ | | | | | | |
| D. _____ | | | | | | |

AMERICORPS APPLICATION

COMMUNITY SERVICE (Previous service is not always a requirement.)

14. Describe how you have reached out to help others and/or how you have been involved in your own community. Explain why you decided to serve or get involved, and what you received in return—that is, what you learned or how it made you feel. Think in broad terms. List your most recent activity first. Attach a separate sheet of paper if you need more space. (Your involvement could include serving in neighborhood, school, religious, social, professional, or other volunteer groups; helping out with community service projects; or participating in less formal activities.)

A. DATES OF INVOLVEMENT: From: _____ To: _____ Hours per mo.: _____
MONTH/YEAR MONTH/YEAR

Organization Name: _____ Location: _____ Phone: _____

Description of Involvement: _____

B. DATES OF INVOLVEMENT: From: _____ To: _____ Hours per mo.: _____
MONTH/YEAR MONTH/YEAR

Organization Name: _____ Location: _____ Phone: _____

Description of Involvement: _____

15. Have you previously served in AmeriCorps? Yes No

How many times in each of the programs?

AmeriCorps*VISTA _____ AmeriCorps*NCCC _____ AmeriCorps*State and National _____

Program or AmeriCorps*NCCC Campus

Location: _____ From: _____ To: _____
CITY/STATE MONTH/YEAR MONTH/YEAR

Did you complete your term of service? Yes No

If no, why not? _____

AMERICORPS APPLICATION

MOTIVATIONAL STATEMENT

16. We would like to understand more about you and your reasons for applying to AmeriCorps. Take a few minutes and consider those experiences which have made you the person you are today. Please share with us one of these experiences and how it sparked your interest in community service. If you need additional space, attach a separate piece of paper and limit your total response to 500 words.

EMPLOYMENT

17. Beginning with the most current or most recent position, list and briefly describe the last four positions you have held or your last ten years of employment you have held. Begin with the current or most recent and go back ten years. Include self-employment, internships/fellowships, home management, and full- or part-time paid or unpaid work experience. (You may attach a resume instead if it addresses the information requested below.)

| NAME AND ADDRESS OF EMPLOYER | DATES | JOB TITLE AND DUTIES |
|--|--|--|
| A. Organization, City/State: _____ _____ Supervisor: Phone and email _____ | From: ____/____ MO./YR. To: ____/____ MO./YR. Hrs./week: _____ | Title: _____ Duties: _____ _____ Reason for leaving: _____ _____ |
| B. Organization, City/State: _____ _____ Supervisor: Phone and email _____ | From: ____/____ MO./YR. To: ____/____ MO./YR. Hrs./week: _____ | Title: _____ Duties: _____ _____ Reason for leaving: _____ _____ |

AMERICORPS APPLICATION

| NAME AND ADDRESS OF EMPLOYER | DATES | JOB TITLE AND DUTIES |
|--|--|--|
| C. Organization, City/State: _____ _____ Supervisor: Phone and email _____ | From: ____/____ MO./YR. To: ____/____ MO./YR. Hrs./week: _____ | Title: _____ Duties: _____ _____ Reason for leaving: _____ _____ |
| D. Organization, City/State: _____ _____ Supervisor: Phone and email _____ | From: ____/____ MO./YR. To: ____/____ MO./YR. Hrs./week: _____ | Title: _____ Duties: _____ _____ Reason for leaving: _____ _____ |

18. Explain any period of time greater than six months not accounted for by AmeriCorps, Peace Corps, work, school, or military service. Or, explain why you have no employment history. _____

SKILLS AND EXPERIENCE

19. Listed below are skill areas that some programs find useful and may seek in AmeriCorps applicants. Indicate the skill areas in which you have had training or experience, including volunteer or community service experience, and indicate how you gained those skills.

EXAMPLE: Public Speaking – Club President _____

- | | |
|---|---|
| <input type="checkbox"/> Architectural Planning _____ | <input type="checkbox"/> Leadership _____ |
| <input type="checkbox"/> Business/Entrepreneur _____ | <input type="checkbox"/> Medicine _____ |
| <input type="checkbox"/> Communications _____ | <input type="checkbox"/> Outreach _____ |
| <input type="checkbox"/> Community Org./Development _____ | <input type="checkbox"/> Public Health _____ |
| <input type="checkbox"/> Computers/Technology _____ | <input type="checkbox"/> Public Speaking _____ |
| <input type="checkbox"/> Conflict Resolution _____ | <input type="checkbox"/> Recruitment _____ |
| <input type="checkbox"/> Counseling _____ | <input type="checkbox"/> Teaching/Tutoring _____ |
| <input type="checkbox"/> Education _____ | <input type="checkbox"/> Trade/Construction _____ |
| <input type="checkbox"/> Fine Arts/Crafts _____ | <input type="checkbox"/> Writing/Editing _____ |
| <input type="checkbox"/> First Aid _____ | <input type="checkbox"/> Youth Development _____ |
| <input type="checkbox"/> Fundraising/Grant Writing _____ | <input type="checkbox"/> Other (specify): _____ |
| <input type="checkbox"/> Law _____ | |

AMERICORPS APPLICATION

CRIMINAL HISTORY

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 crime that would have a direct bearing on your service.

This background check will entail our search of the National Sex Offenders Registry and an FBI criminal history check, which will require your being fingerprinted at Pre-Service Orientation.

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

Answer the following questions fully. Existence of a criminal conviction or juvenile adjudication may or may not, depending on the circumstances, disqualify you from consideration. However, any intentional misrepresentation or omission will disqualify you. Do not include minor traffic violations.

24. **Have you ever been convicted as an adult, or adjudicated as a juvenile offender, of any criminal offense by either a civilian or military court, other than minor traffic violations?** Yes No

Are you currently facing charges for any offense or on probation or parole? Yes No

If no, skip to "Certification" below.

If you answered yes to any of the questions above, please provide the following information:

Date: _____ Place: _____
MONTH/DAY/YEAR CITY STATE

Charge: _____

Action Taken: _____

Court, Probation, or Parole Officer: _____ Phone: (____) _____

NAME: _____

Address: _____
NUMBER AND STREET

CITY STATE ZIP CODE

You may attach any additional information or explanation on a separate sheet.

AMERICORPS APPLICATION

CERTIFICATION

If you choose to submit a paper application, your application must be certified with your original signature in ink. If you are applying to more than one AmeriCorps program, make a copy for each program that you're applying to first, and then sign each one.

By signing this application, or by submitting it electronically if applying on-line, 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. Misinformation 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 or 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 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C 4953 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 this personal information is to process your application for acceptance into 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 permission.

SIGNATURE

DATE

Print Name: _____



The Corporation for National and Community Service programs are available to all without regard to race, color, national origin, disability, age, gender, sexual orientation, religion, political affiliation, or other non-merit factors. Anyone believing he or she has been subjected to discrimination on these grounds by the Corporation for National and Community Service, AmeriCorps, or one of its grantees may contact our Office of Civil Rights and Inclusiveness at (202) 606-7503 or email at eo@cns.gov.

RELATIONSHIPS WITH OTHER PEOPLE

- 3. AmeriCorps members must serve and communicate with people of varied cultural, economic, educational, racial, and religious backgrounds. Please comment briefly on the applicant's relationships with others and ability to work as a member of a team.

EMOTIONAL MATURITY

- 4. Please comment on the applicant's ability to adapt and work under difficult and changing conditions.

ADDITIONAL COMMENTS AND SUPPORTING INFORMATION

- 5. If you wish, use additional paper to explain any of your ratings, and anything else about this applicant that you feel is relevant to serving in AmeriCorps-such as the applicant's desire to serve others, maturity, work ethic, flexibility, and dependability. Explain any reservations that you have regarding the applicant's participation in the AmeriCorps program to which he or she has applied.

OVERALL RECOMMENDATION

- 6. What is your overall recommendation?
 - I recommend the applicant for AmeriCorps service.
 - I have some reservations, but I believe the applicant will succeed in serving with AmeriCorps.
 - I do not recommend this applicant for AmeriCorps service.

CONFIDENTIALITY STATEMENT

- I AUTHORIZE the program and/or the Corporation for National and Community Service to identify me as the source of this reference and to release a copy of this reference in its entirety upon request to the applicant.
- I DO NOT authorize the program and/or the Corporation for National and Community Service to identify me as the source of this reference, nor do I authorize the release of a copy of this reference in its entirety to the applicant.

Your Signature: _____

**PLEASE RETURN THIS FORM, IN AN ENVELOPE SIGNED
ACROSS THE SEAL, DIRECTLY TO THE APPLICANT.**

RELATIONSHIPS WITH OTHER PEOPLE

- 3. AmeriCorps members must serve and communicate with people of varied cultural, economic, educational, racial, and religious backgrounds. Please comment briefly on the applicant's relationships with others and ability to work as a member of a team.

EMOTIONAL MATURITY

- 4. Please comment on the applicant's ability to adapt and work under difficult and changing conditions.

ADDITIONAL COMMENTS AND SUPPORTING INFORMATION

- 5. If you wish, use additional paper to explain any of your ratings, and anything else about this applicant that you feel is relevant to serving in AmeriCorps-such as the applicant's desire to serve others, maturity, work ethic, flexibility, and dependability. Explain any reservations that you have regarding the applicant's participation in the AmeriCorps program to which he or she has applied.

OVERALL RECOMMENDATION

- 6. What is your overall recommendation?
 - I recommend the applicant for AmeriCorps service.
 - I have some reservations, but I believe the applicant will succeed in serving with AmeriCorps.
 - I do not recommend this applicant for AmeriCorps service.

CONFIDENTIALITY STATEMENT

- I AUTHORIZE the program and/or the Corporation for National and Community Service to identify me as the source of this reference and to release a copy of this reference in its entirety upon request to the applicant.
- I DO NOT authorize the program and/or the Corporation for National and Community Service to identify me as the source of this reference, nor do I authorize the release of a copy of this reference in its entirety to the applicant.

Your Signature: _____

**PLEASE RETURN THIS FORM, IN AN ENVELOPE SIGNED
ACROSS THE SEAL, DIRECTLY TO THE APPLICANT.**

AMERICORPS APPLICATION

OPTIONAL INFORMATION

HOW DID YOU FIRST HEAR ABOUT AMERICORPS? You may check more than one.

- AmeriCorps representative
(service/career fair, conference, information session)
- Armed Forces
- Current or former AmeriCorps member
- Friend/Relative
- Internet/Listserv/E-mail
- Newspaper/Magazine advertisement
- Other service organization
- Radio story
- Television advertisement
- Poster at school
- College guidance office/Placement office
- Department of Education
- High school guidance counselor
- Newspaper/Magazine article
- Peace Corps
- Radio advertisement
- Received information in the mail
- Television news story
- Other (specify) _____

WHAT IS YOUR ETHNICITY? Hispanic or Latino Not Hispanic or Latino

WHAT IS YOUR RACE? Mark one or more:

- American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American.** A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

WHERE TO SEND YOUR APPLICATION

Please send your application directly to the AmeriCorps program where you wish to serve. To get the address for the AmeriCorps where you wish to serve, or to apply online, visit the AmeriCorps website at www.americorps.gov. If you don't have Internet access you can still get program information or apply by calling 1-800-942-2677.

It is a good idea to call the program(s) that interest you before you apply in order to ensure that applications are currently being accepted.

If you are applying to AmeriCorps*NCCC, send your application to:

AmeriCorps*NCCC
1201 New York Avenue, N.W.
Washington, DC 20525



**QUESTIONS? CALL 1-800-942-2677
OR (TTY) 1-800-833-3722**

**Your World. Your Chance To Make It Better.
www.americorps.gov**