

# General Electronic AmeriCorps Application

All AmeriCorps applicants, including AmeriCorps NCCC Team Leader applicants, complete the below online application, available at <https://my.americorps.gov/mp/login.do>.

## Create Application: step 1 of 8

Use this tool to create an application that fully describes your skills and experiences. After each step, when you click "next" your information will be saved. All saved information will remain saved should you wish to exit the application and return later.

- Motivational Statement** >  **Skills & Experience** >  **Education** >  **Community Service** >
- Employment History** >  **Criminal History Questionnaire** >  **Optional Information** >
- References**

### Motivational Statement

[Click here for help.](#)

We would like to understand more about you and your reasons for applying to AmeriCorps. Please share with us why you would like to serve with the AmeriCorps program.

Please save your response by clicking the "save" button at the bottom of the screen. \*After fifteen minutes if you have not saved your response, you will receive a warning that the page will soon expire and will request that you save your information.

3000 characters left

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## Create Application: step 2 of 8

- Motivational Statement** >
- Skills & Experience** >
- Education** >
- Community Service** >
- Employment History** >
- Criminal History Questionnaire** >
- Optional Information** >
- References**

### Skills and Experience



[Click here for help.](#)

When you created your profile, you marked the following skills that you developed through previous training and/or experience. Please elaborate on how you have acquired and applied each of those skills. If you need to add or remove skills from this application, you'll need to update your profile by going back to your applicant home page and clicking on 'Edit My Profile'.

#### Writing/Editing:

200 characters left

#### Education:

200 characters left

#### Teaching/Tutoring:

200 characters left

**First Aid:**

200 characters left

**Leadership:**

200 characters left

**Public Speaking:**

200 characters left

**Recruitment:**

200 characters left

**Community Organization:**

200 characters left

**Business/Entrepreneur:**

200 characters left

List all current certificates along with their expiration dates. Example: EMT – expires 12/31/2014

**Certificate:**

**Expiration Date (mm/dd/yyyy):**

<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
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add another certificate

remove

cancel

previous

next

## Create Application: step 3 of 8

- [Motivational Statement](#) >  [Skills & Experience](#) >  [Education](#) >  [Community Service](#) >  
 [Employment History](#) >  [Criminal History Questionnaire](#) >  [Optional Information](#) >  
 [References](#)

### Education

[Click here for help.](#)

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

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

#### ***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.

*Name of School (most recent first):	<input type="text"/>
*Location of School (City, State):	<input type="text"/>
*Attended from (mm/yyyy):	<input type="text"/>
*Attended through (mm/yyyy):	<input type="text"/>
*Major area of study:	<input type="text"/>
*Type of Degree or Certificate:	<input type="text"/>
*Date Received or Expected (mm/yyyy):	<input type="text"/>

## Create Application: step 4 of 8

- Motivational Statement** >
- Skills & Experience** >
- Education** >
- Community Service** >
- Employment History** >
- Criminal History Questionnaire** >
- Optional Information** >
- References**

### Community Service

[Click here for help.](#)

\*Please list the organizations which you've been involved to perform community service. List your most recent activity first. 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.

Click the "add another" button below to add additional organizations

I do not have any community service experience.

#### **Name and Location of Organization**

\* **Organization:**

\* **City:**

\* **State:**

\* **Phone:**

\* **Description of Involvement**  
(2000 characters maximum)

2000 characters left

**\* Dates of Involvement and Hours**

\* From (mm/yyyy):

\* To (mm/yyyy):

\* Hours/month:

\*Describe how you have reached out to help others and/or how you have been involved in your own community. Explain why you serve or get involved, and what you received in return - that is, what you have learned or how it has made you feel. Think in broad terms.

2000 characters left

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## Create Application: step 5 of 8

- Motivational Statement** >  **Skills & Experience** >  **Education** >  **Community Service** >  
 **Employment History** >  **Criminal History Questionnaire** >  **Optional Information** >  
 **References**

### Employment History

[Click here for help.](#)

Beginning with the most current or most recent position, list and briefly describe up to 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.

Click the "Add Another Job" button below to add additional employment experiences.

I do not have any previous employment experience.

#### *Name and Address of Employer*

\* Organization:   
\* City:   
\* State:   
\* 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:

remove

add another job

Please explain any gap in employment greater than six months not accounted for by AmeriCorps, Peace Corps, work, school, or military service. Or, explain why you have no employment history.

cancel

previous

next

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## Create Application: step 6 of 8

- Motivational Statement** >  **Skills & Experience** >  **Education** >  **Community Service** >  
 **Employment History** >  **Criminal History Questionnaire** >  **Optional Information** >  
 **References**

### 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 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 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?**  Yes  No
- Are you currently facing charges for any offense, on probation or parole?**  Yes  No

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.)

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## Create Application: step 7 of 8

- Motivational Statement** >  **Skills & Experience** >  **Education** >  **Community Service** >  
 **Employment History** >  **Criminal History Questionnaire** >  **Optional Information** >  
 **References**

### Optional Information

[Click here for help.](#)

How did you first hear about AmeriCorps? (You may check more than one.)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> AmeriCorps Representative  | <input type="checkbox"/> Armed Forces                             | <input type="checkbox"/> Friend/Relative                  |
| <input type="checkbox"/> Internet/E-mail            | <input type="checkbox"/> Other service organization               | <input type="checkbox"/> Radio story                      |
| <input type="checkbox"/> Poster at school           | <input type="checkbox"/> College guidance office/Placement office | <input type="checkbox"/> High school guidance counselor   |
| <input type="checkbox"/> Newspaper/Magazine article | <input type="checkbox"/> Radio advertisement                      | <input type="checkbox"/> Received information in the mail |
| <input type="checkbox"/> Social Media               | <input type="checkbox"/> AmeriCorps alum                          |   |

Other:

Have you previously served with an AmeriCorps program? Click all that apply.  State & National  VISTA  NCCC

What is your ethnicity?  Hispanic or Latina/o  Not Hispanic or Latina/o

What is your race?(You may check more than one.)

- 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.

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## Create Application: step 8 of 8

[Click here for help.](#)

- [Motivational Statement](#) >  [Skills & Experience](#) >  [Education](#) >  [Community Service](#) >
- [Employment History](#) >  [Criminal History Questionnaire](#) >  [Optional Information](#) >
- [References](#)

### References

There are no references created with the system.

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### Create New Reference

Please complete the form below and click on the provided link to email a reference request. You should select people who you know well and who are familiar with your personal background, education, employment, and/or professional skills. **You should not ask a family member, peer, classmate, co-worker or friend to serve as a reference.** Consider asking work supervisors, clergy, teachers, counselors, coaches, or someone else familiar with your motivation and community involvement.

\* First Name:

\* Last Name:

\* Email:

\* Title:

\* Organization/Institution:

Is this a foreign (non-US) address? Check here.

\* Street Address 1:

Street Address 2:

\* City:

\* State:

\* Zip:

\* Zip Extension:

Home Phone:  (e.g. 555-555-5555)

Work Phone:  (e.g. 555-555-5555)

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**Completing the above form sends the following automated email to the listed reference's email address:**

Dear REFERENCEFIRSTNAME REFERENCELASTNAME:

AmeriCorps engages more than 70,000 Americans each year in results-driven service opportunities sponsored by thousands of local and national non-profits, public agencies, and faith-based community organizations.

APPLICANTFIRSTNAME APPLICANTLASTNAME is applying to be an AmeriCorps member. The applicant indicated that you would be able to evaluate his or her qualifications and provide us with a candid recommendation.

The success of AmeriCorps largely depends upon an appropriate match between programs and members. Considerable value is placed on personal references during the application review and selection process. To complete a reference form for this applicant, please click on the link provided below.

<http://my.americorps.gov/...>

Thank you for taking the time to fill out the AmeriCorps reference form. Your input is greatly appreciated.

Please do not reply to this message. If you have any questions or need further assistance please call 1-800-942-2677.

\*\*\* PLEASE DO NOT REPLY TO THIS MESSAGE \*\*\*

When the reference clicks on the link in the above email, it brings them to the page for completing the reference form within the My AmeriCorps Portal.

## Reference Entry

Please note that you will need to complete and submit this entire form at one time, as you will not be able to save the information and return to it later.

### Applicant Basic Information

<b>Name:</b> Douglas Hale	<b>Date of Birth:</b> 07/31/1984
<b>Preferred Name:</b> Doug	
<b>Applicant ID:</b> 91941	<b>Username:</b> douglasmhale
<b>SSN:</b> *****3041	<b>E-mail:</b> douglasmhale@gmail.com
<b>SSN Status:</b> ?	
<b>Citizenship Status:</b> ?	
<b>U.S Veteran:</b>	
<b>Current Mailing Address:</b>	<b>Permanent Address:</b>
5415 Connecticut Ave NW	5415 Connecticut Ave NW
Apt 102	Apt 102
Washington, DC 20015 - 2731	Washington, DC 20015 - 2731
<b>Preferred Phone:</b> 813-449-1091	<b>Preferred Phone:</b> 813-449-1091
<b>Other Phone:</b>	<b>Other Phone:</b>
<b>Preferred Method of Communication:</b> E-mail	

AmeriCorps engages more than 70,000 Americans a year in results-driven service sponsored by thousands of local and national non-profits, public agencies, faith-based and community organizations. AmeriCorps members help communities meet critical challenges in the areas of education, public safety, the environment, and other human needs. In return, AmeriCorps members may earn an AmeriCorps Education Award. The success of AmeriCorps largely depends upon an appropriate match between programs and members. Considerable value is placed on personal references during the application review and selection process. Your input is greatly appreciated.

Fields marked with an \* are required.

\* Title:

\* First Name:

Middle Name/Initial:

\* Last Name:

\* Email:

\* Organization:

Is this a foreign (non-US) address? Check here.

\* **Street address 1:**

**Street address 2:**

\* **City:**

\* **State:**

\* **Zip code:**  -

\* **Work Phone:**

**Home Phone:**

\***How long have you known the applicant?** Years:  Months:

\***In what capacity have you known applicant?**

- Job Supervisor       High School Teacher       Clergy  
 Volunteer Supervisor       College Instructor       Coach  
 Other(specify):

\***In your judgment, how competent is this applicant, as demonstrated by work in the community, in school, on the job, or in a position of responsibility? Please check one.**

- Outstanding performance  
 Above average performance  
 Satisfactory  
 Below average performance  
 Unsatisfactory performance

\***KNOWLEDGE OF THE APPLICANT:**

Please describe the situation in which you know the applicant.

2000 characters left

**\*WORK PERFORMANCE**

Please comment on such qualities as the applicant's level of dependability, initiative, and ability to work with minimal supervision and as a member of a team.

2000 characters left

**\*RELATIONSHIPS WITH OTHER PEOPLE**

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.

2000 characters left

**\*EMOTIONAL MATURITY:**

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

2000 characters left

**ADDITIONAL COMMENTS AND SUPPORTING INFORMATION**

If you wish, use additional comments 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.

2000 characters left

**\*Overall recommendation**

- I recommend the applicant for AmeriCorps service.
  - I have some reservations, but I believe the applicant will succeed in serving with the AmeriCorps.
  - I do not recommend this applicant for AmeriCorps service.
- 
- 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.

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## AmeriCorps NCCC Team Leader Supplemental Questions

AmeriCorps NCCC Team Leader applicants complete the below online questions when submitting their general AmeriCorps application (above) to an AmeriCorps NCCC Team Leader position posting:

### Team Leader Application

**Describe your leadership, supervision, and teaching experiences; the challenges you experienced and what you learned from these experiences.**

4000 characters left

**Explain how your participation as a team leader will strengthen the AmeriCorps\*NCCC, what you hope to gain from this experience, and how the team leader experience will further your personal and professional goals.**

4000 characters left



## Team Leader Questionnaire

Question	Yes	No	Not Sure
1. Have you ever served in another AmeriCorps program?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. NCCC is a residential program. Are you prepared to move if selected to serve?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Are you willing to commit to 11 straight/consecutive months of service?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Are you willing to live without your personal belongings and other comfort items like a personal computer, your family, friends, and a private room?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Are you prepared to live with other young people in close environments who come from diverse backgrounds?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Are you prepared to perform service projects in a variety of areas? Including indoors or outdoors? Urban, rural or possibly remote locations? Projects that could be physical or administrative?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Are you aware that this is an intense leadership position, in which you would supervise up to 12 people?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Are you willing to be "on call" 24 hours a day, 7 days a week?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. If trained, are you prepared to uphold program policies and regulations, as well as handle disciplinary issues?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Do you have experience working with limited direct supervision?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Do you have experience managing conflict between teammates, classmates, co-workers, supervisors?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Do you have experience adapting to change as it pertains to a fast-paced, ever-changing work environment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Do you have a valid driver's license?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Do you have clean driving record?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. If trained, are you willing to operate a 15 passenger van?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Have you ever applied to AmeriCorps NCCC previously as a corps member or team leader?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Have you ever served in AmeriCorps NCCC or participated in the NCCC Summer of Service program for any length of time?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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**Regional Preferences:**

To find out which regions are accepting applications for this listing, please call 1-800-942-2677.

**Atlantic**
 **North Central**
 **Pacific**  
 **Southern**
 **Southwest**
 **No Preference** (checking this box means that you are interested in a position at any of the regions accepting applications for this listing)

### AmeriCorps National Civilian Community Corps Team Leader Application

**PUBLIC BURDEN STATEMENT:** Public reporting burden for this collection of information is estimated to average 1 hour 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, Attn: Amy Borgstrom, 1201 New York Avenue, NW, Washington, D.C. 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).)

PRIVACY ACT NOTICE: The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The information requested in the AmeriCorps National Civilian Community Corps Team Leader Application is collected pursuant to 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, and 42 U.S.C. 12639. Purposes and Uses - The information requested is collected for the purposes of reviewing team leader applications. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. 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 may also be provided to appropriate federal agencies and Department contractors that have a need to know the information for the purpose of assisting the Department's efforts to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. The information will not otherwise be disclosed to entities outside of the Corporation for National and Community Service without prior written permission. Effects of Nondisclosure - The information requested is not mandatory.

OMB Control Number                      3045-0005

Expiration Date                              7/31/2017