

## Employers of National Service Enrollment Form and Annual Survey

*AmeriCorps, the federal agency that brings people together through service, and its partners — the Peace Corps, AmeriCorps Alums, National Peace Corps Association, and the Service Year Alliance — launched Employers of National Service to connect national service alumni with opportunities in the workforce. We are asking employers to share the following information with us.*

### Instructions:

- We encourage you to first review all the items before you begin entering information. Unfortunately, you cannot save and return to this form.
- Please note that items marked with an asterisk (\*) are required.
- If you have feedback to share about this form, please do so in the comments box at the end of the form.
- If you have any questions or feedback, please email [employers@cns.gov](mailto:employers@cns.gov).

*You will receive confirmation of your submission within five business days. Thank you!*

**NOTE: This is not an application to have AmeriCorps members serve at your organization. To learn more about becoming an AmeriCorps grantee, please visit [www.americorps.gov](http://www.americorps.gov).**

OMB Control Number: 3045-0175, Expiration Date: 07/31/2022

Employer Name\*

Employer Description\* Briefly describe your organization. (*open text box*)

Employer Type\*

Select (from drop down):

Private Sector

Nonprofit

Higher Education Institution

School/School District

State Government

Local Government

Federal Government

Other - If "Other," please describe (*open text box*)

Employer Location

Address\*

Address 2

City/Town\*

State/Province\* (select from dropdown)

Other - If "Other," please describe (open text box)

ZIP/Postal Code\* (open text box)

Workforce Information

Current number of employees at your organization\*

Number of employees hired in the previous calendar year

Number of AmeriCorps alumni currently on staff

Number of returned Peace Corps Volunteers currently on staff (NOTE: Returned Peace Corps Volunteers, the official name for "Peace Corps alumni," are people who have completed Peace Corps training and Peace Corps service in a country outside of the United States.)

What is your organization committing to do as an Employer of National Service? Please select all that apply. (check boxes)

Post vacancies on AmeriCorps job board (<https://www.vistacampus.gov/jobs>)

Post vacancies on Peace Corps job board (<https://www.peacecorps.gov/returned-volunteers/careers/career-link/rpcv-job-posting-form/>)

Attend an AmeriCorps and/or Peace Corps career fair

Include information about the Employers of National Service on your organization's website.

In job postings, include language encouraging AmeriCorps alumni and returned Peace Corp to apply

On job applications, incorporate features (for example a checkbox) for applicants to indicate that they are AmeriCorps alumni and/or returned Peace Corps Volunteers.

Provide special hiring consideration for AmeriCorps alumni and returned Peace Corps Volunteers.

Provide interviews for qualified AmeriCorps alumni and returned Peace Corps Volunteers.

Create positions exclusively for AmeriCorps alumni and returned Peace Corps Volunteers.

Other (open text box)

Note: As an Employer of National Service, your organization will be asked to report annually on the number of applications received from AmeriCorps alumni and returned Peace Corps Volunteers, the numbers of AmeriCorps alumni and returned Peace Corps Volunteers that you hired, and their impact on your organization.

If you are interested in offering a different commitment, please describe below. A representative from AmeriCorps or a partner organization will contact you to discuss.

## Contact Information

Please provide contact information for the person in your organization who will be responsible for your organization's participation in the Employer of National Service Initiative. This person should be prepared to respond to the annual information collection regarding the hiring of AmeriCorps alumni and Returned Peace Corps Volunteers. In future correspondence from EONS, this person will be referred to as the "EONS Programmatic Coordinator."

### **EONS Programmatic Coordinator**

First Name\*

Last Name\*

Title\*

Phone\*

Email\*

Please provide an additional contact, in the event that the Employers of National Service Initiative needs to reach your organization and the Employers of National Service Programmatic Coordinator is not available.

### **EONS Programmatic Coordinator Back-up**

First Name\*

Last Name\*

Title\*

Phone\*

Email\*

The URL for the career page on your organization's website\* (open text box)

AmeriCorps will link to this page from <https://americorps.gov/partner/partnerships/employers-national-service-search>.

Statement from employer (head of organization, HR senior official, hiring manager, or another senior leader) about Employers of National Service. Please tell us why your organization wishes to participate in the Employers of National Service Initiative.

Please indicate who the quote is from. You may also submit this quote at a later time to [employers@cns.gov](mailto:employers@cns.gov).

How did you hear about Employers of National Service? (check all that apply)

AmeriCorps Alums

AmeriCorps

National Peace Corps Association

The Peace Corps

Returned Peace Corps Volunteer

Service Year Alliance

Employee at my organization

Other

Please specify the source of information (*open text box*)

Additional Comments (*open text box*)

Please Read

AmeriCorps is an equal employment opportunity employer and we value diversity. Employers of National Service (EONS) employers should make employment decisions based on qualifications, merit, and business need. Employers who use the EONS network should seek to recruit, develop, and retain the most talented people from a diverse candidate pool that represents a variety of backgrounds, perspectives, and skills. To advertise on the EONS network, employers must be committed to making business decisions without regard to race, religion, color, national origin, ancestry, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, age, veteran status, genetic information, physical or mental disability, or any other status protected under federal, state, or local law. For candidates who need assistance or an accommodation during the application process due to a disability, employers should offer a contact email and telephone number to make the request.

By clicking below, your organization is agreeing that all information submitted on this webpage may be used and disclosed for any purpose, including administration of the Employers of National Service Initiative, consistent with the purposes of the national service laws, by any method, including, but not limited to, (1) posting the information on AmeriCorps' website, (2) providing the information to former AmeriCorps members and Peace Corps Volunteers, and (3) making the information available to the Peace Corps, the National Peace Corps Association, the Points of Light Foundation (which administers the AmeriCorps Alums program) and the Aspen Institute (which administers the Franklin Project). Also, by clicking below your organization agrees to participate in further collections of information regarding the numbers of AmeriCorps alumni and returned Peace Corps Volunteers who are employed by your organization. Organizations in the Employers of National Service Initiative may be removed from the program at the discretion of AmeriCorps.

I agree (*check box*)

## **2021 Employers of National Service (EONS) Annual Survey Instructions:**

- Thank you for your participation in this annual survey. Your responses will help us improve the Employers of National Service (EONS) Initiative. Please complete the survey as thoroughly as possible.
- Survey Monkey will automatically save your responses so that you can return to the survey later to complete it, if you are using the same browser. This survey will take approximately 25 minutes to complete.
- To complete the survey, you will need to collect information about the number of AmeriCorps alumni and Peace Corps alumni (officially called “returned Peace Corps Volunteers”) your organization hired last year, how your organization utilized EONS to hire them, and what impact they have had on your organization. We anticipate someone with HR responsibilities and a hiring manager will need to contribute information to respond to the survey. Please click [here](#) to see all of the survey questions.
- You will be able to report based on fiscal year or calendar year.
- The survey data are reported only in aggregate form. Identifiable information collected in the survey will not be shared in conjunction with your responses, except for “Question 16” where you are asked to provide an example of your organization’s experience with employees who are AmeriCorps alumni and/or returned Peace Corps Volunteers.
- Questions marked with an asterisk (\*) are required.
- If you have any questions or technical issues completing the survey, please contact us at [employers@cns.gov](mailto:employers@cns.gov).

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Survey Begins: *(instructions for the person designing the survey are in italics)*

1. Employer Name\*

2. Are you reporting by fiscal year or calendar year? *(check one of the boxes)*

-fiscal year

-calendar year

*SURVEY instruction: If fiscal year was checked, this question appears:*

3. If you are reporting by fiscal year, please enter the dates covered in your fiscal year. *(box with MM/DD/YEAR format for beginning and ending of fiscal year)*

4. Please report on your organization’s workforce totals.\* *(open text field with number validation)*

-Total number of employees at your organization (including AmeriCorps alumni and returned Peace Corps Volunteers)

- Total number of employees at your organization that are AmeriCorps alumni
- Total number of employees at your organization that are returned Peace Corps Volunteers

Please report on the number of positions you advertised, the number of applications you received, and the number of people you hired last year. If none, please enter "0."

5. Did your organization advertise any open positions last year? *(yes or no)*

*SUREVY instruction: If yes, then continue with these questions with an open text field with number validation for responses:*

- Total number of open positions your organization advertised.
- Number of positions your organization advertised exclusively to AmeriCorps alumni
- 
- Number of positions your organization advertised exclusively to and returned Peace Corps Volunteers.
- Total number of applications your organization received last year. *(open text field with number validation)*
- Total number of applications your organization received from AmeriCorps alumni
- 
- Total number of applications your organization received from returned Peace Corps Volunteers.

7. Did your organization hire ANY new employees last year?\* *(yes or no)*

8. Total number of all people your organization hired last year (including AmeriCorps alumni and returned Peace Corps Volunteers). *(open text field with number validation)*

9. Did your organization hire any AmeriCorps alumni or returned Peace Corps Volunteers, last year?\* *(yes or no check box)*

10. If you answered YES to question 9

- Total number of AmeriCorps alumni hired
- Total number of returned Peace Corps Volunteers hired

Summary of Recruitment and Hiring Activities: Please report on your Employer of National Service-related recruitment and hiring activity from the previous year.

11 Did your organization do any of the following last year? Please check all that apply.

- Posted a vacancy on AmeriCorps VISTA job boards  
(<https://www.vistacampus.gov/jobs>)
- Posted a vacancy on Peace Corps job board  
(<https://www.peacecorps.gov/returned-volunteers/careers/career-link/rpcv-job-posting-form/>)
- Attended an AmeriCorps career fair
- Attended a Peace Corps career fair
- Attended a joint AmeriCorps and Peace Corps career fair
- Included information about Employers of National Service on your organization's website
- In your organization's job postings, included language encouraging AmeriCorps alumni and returned Peace Corps Volunteers to apply
- On your organization's job applications, incorporated features (for example, a check box) for applicants to indicate that they are AmeriCorps alumni and/or returned Peace Corps Volunteers
- Provided special hiring consideration for AmeriCorps alumni and/or returned Peace Corps Volunteers
- Created positions in your organization open exclusively for AmeriCorps alumni and/or returned Peace Corps Volunteers
- Other. Please use this space to describe any other special hiring considerations you provided to AmeriCorps alumni and/or returned Peace Corps Volunteers, additional Employer of National Service-related recruitment and hiring activities your organization was involved with, and/or to provide any additional information about your responses to this question. *(open text box)*

Assessment of the impact of the Employers of National Service Initiative on your organization.  
*Note, the following questions may require input from a hiring manager that supervises AmeriCorps alumni and returned Peace Corps Volunteers at your organization"*

Please rate your agreement with each of the following statements. *(check boxes with Likert scale – 1. Strongly Disagree 2. Disagree 3. Undecided 4. Agree 5. Strongly Agree)*

12 Participating in the Employers of National Service Initiative has been beneficial for our organization.\*

Strongly Disagree       Disagree       Neutral       Agree       Strongly Agree

13. Participation in the Employers of National Service Initiative has facilitated our organization hiring one or more AmeriCorps alumni and/or returned Peace Corps Volunteers.\*

Strongly Disagree       Disagree       Neutral       Agree       Strongly Agree

14. Our employees who were AmeriCorps alumni and/or returned Peace Corps Volunteers use the knowledge, skills, and abilities they gained during their service to make important contributions to the success of our organization.\*

Strongly Disagree       Disagree       Neutral       Agree       Strongly Agree

15. Our employees who were AmeriCorps alumni and/or returned Peace Corps Volunteers demonstrate these 21<sup>st</sup> Century Competencies to a greater degree than employees in similar roles/at similar levels in our organization who were not AmeriCorps alumni and/or returned Peace Corps Volunteers. Check all that apply.

-Accountability (make conscious decisions to act in accordance with organizations' expectations, policies, and procedures)

-Adaptability and flexible thinking (adjust behavior and ways of thinking in response to new, different, or changing conditions)

-Collaboration/Coalition building skills (participate cooperatively and respectfully in a joint effort with others to accomplish a task or project)

-Commitment

-Continual learning (continuously build and adapt skills and pursue new knowledge and feedback for growth)

-Creativity and innovation

-Foreign language abilities

-Initiative (demonstrate resourcefulness and creativity to proactively take action with minimal supervision or guidance)

-Intercultural competence (interact effectively and appropriately with cultural differences and similarities across and within complex environments)

-Interpersonal communication skills

-Leadership skills



- Problem solving skills (work through aspects of an issue or challenge to reach a solution that is appropriate and effective to the context)
- Promote diversity, equity, and inclusion (engage with differences and similarities in a way that effectively and appropriately contributes to a culture of access and belonging)
- Tenacity/Grit

16. Please provide us with an example describing how AmeriCorps alumni and/or returned Peace Corps Volunteers benefit your organization. What sets these employees apart from employees serving in similar capacities who have not completed national service? *(open text box)*

*(By responding to this question, your organization is agreeing that the response may be used and disclosed for any purpose, including administration of the Employers of National Service Initiative, consistent with the purposes of the national service laws, by any method, including but not limited to, posting the information on the AmeriCorps or the Peace Corps websites.)*

17. Please share any suggestions for how we could make the Employers of National Service Initiative more useful for your organization. *(open text box)*

#### 18. Updating Contact Information

Please provide current contact information for the Employers of National Service Programmatic Coordinator at your organization. The EONS Programmatic Coordinator should be responsible for your organization's participation in the Employers of National Service Initiative and often has human resources responsibilities.\*

EONS Programmatic Coordinator *(open text boxes)*

First Name

Last Name

Title

Phone

Email

19. Please provide an additional contact, in the event that the Employers of National Service Initiative needs to reach your organization and the Employers of National Service Programmatic Coordinator is not available.\*

EONS Programmatic Coordinator Back-up *(open text boxes)*

First Name

Last Name

Title

Phone

Email

20. If you have additional comments, please share them here. *(open text box)*

