

Sample

AmeriCorps Application



PERSONAL PROFILE

1. NAME: _____
LAST FIRST MIDDLE

2. AmeriCorps members must be a United States citizen, U.S. national or lawful permanent resident. Are you a United States citizen, national, or lawful permanent resident alien? Yes No

If you are a lawful permanent resident alien and you received your card after January 1987, what is your registration number and card expiration date? _____

3. FINAL FOUR NUMBERS OF SOCIAL SECURITY NUMBER: _____
You will provide your full social security number later in the process.

4. DATE OF BIRTH: --Select-- MONTH --- DAY --Select-- YEAR

5. PLACE OF BIRTH: _____ CITY STATE United States COUNTRY

6. GENDER: Male Female

7. Earliest date you are available to begin service: --Select-- MONTH --- DAY --Select-- YEAR

8. CURRENT ADDRESS: All information will be sent to this address unless you notify us of a change.

NUMBER AND STREET (IF POSSIBLE, INCLUDE A NUMBER AND STREET ADDRESS WHEN USING A P.O. BOX)

_____ CITY STATE ZIP CODE

Home Phone _____ Work Phone _____

Cell Phone _____ E-Mail _____

9. Are you moving within the next six months? Yes No If yes, when*? _____
*Please notify us of new address at time of move. MONTH/DAY/YEAR

10. EMERGENCY CONTACT/PERMANENT ADDRESS: Please give the name and address of a person through whom you can always be reached:

NAME: _____ RELATIONSHIP: _____
LAST FIRST

_____ NUMBER AND STREET CITY STATE ZIP CODE

Home Phone _____ Work Phone _____

Cell Phone _____ E-Mail _____

AmeriCorps Application



EDUCATION

11. Check the highest level of education that you will have completed by the time you are planning to serve in AmeriCorps.

- | | | |
|--|--|--|
| <input type="checkbox"/> Some high school | <input type="checkbox"/> Some college | <input type="checkbox"/> Graduate degree |
| <input type="checkbox"/> High school diploma or GED | <input type="checkbox"/> Associates degree | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Technical school/Apprenticeship | <input type="checkbox"/> Bachelor's degree | |

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

School Attended (Most Recent First)	School Location (City, State)	Dates Attended (mo/yr)		Major/Area of Study	Degree or Certificate	Date Earned/Expected
		Start	End			
A.						
B.						
C.						
D.						

COMMUNITY SERVICE

13. 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 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.)

AmeriCorps Application



COMMUNITY SERVICE, cont.

A. DATES OF INVOLVEMENT: From: _____ To: _____ Hours per Month: _____
Mo/Yr Mo/Yr

Organization Name: _____ Location: _____ City _____ State _____

Contact Name: _____ Phone: _____

Description of Involvement:

B. DATES OF INVOLVEMENT: From: _____ To: _____ Hours per Month: _____
Mo/Yr Mo/Yr

Organization Name: _____ Location: _____ City _____ State _____

Contact Name: _____ Phone: _____

Description of Involvement:

MOTIVATIONAL STATEMENT

14. We would like to understand more about you and your reasons for applying to AmeriCorps. Take a few minutes and consider the 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.

AmeriCorps Application



EMPLOYMENT

15. 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. 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.)

A. ORGANIZATION: _____ Location: _____
City State
Job Title: _____ Supervisor Name: _____
Supervisor Phone: _____ Supervisor Email: _____
Employment Dates: From: _____ To: _____ Hours per Week: _____
Duties: _____ Reason for Leaving: _____

B. ORGANIZATION: _____ Location: _____
City State
Job Title: _____ Supervisor Name: _____
Supervisor Phone: _____ Supervisor Email: _____
Employment Dates: From: _____ To: _____ Hours per Week: _____
Duties: _____ Reason for Leaving: _____

C. ORGANIZATION: _____ Location: _____
City State
Job Title: _____ Supervisor Name: _____
Supervisor Phone: _____ Supervisor Email: _____
Employment Dates: From: _____ To: _____ Hours per Week: _____
Duties: _____ Reason for Leaving: _____

D. ORGANIZATION: _____ Location: _____
City State
Job Title: _____ Supervisor Name: _____
Supervisor Phone: _____ Supervisor Email: _____
Employment Dates: From: _____ To: _____ Hours per Week: _____
Duties: _____ Reason for Leaving: _____



EMPLOYMENT, cont.

16. 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

17. 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

Architectural Planning

Law

Business/Entrepreneur

Leadership

Communications

Medicine

Community Org./Development

Public Health

Computers/Technology

Public Speaking

Conflict Resolution

Recruitment

Counseling

Teaching/Tutoring

Education

Trade/Construction

Fine Arts/Crafts

Writing/Editing

First Aid

Youth Development

Fundraising/Grant Writing

Other (specify):

AmeriCorps Application



18. Do you know or have you studied any language(s) other than English?

Yes No

Language: _____ Number of years studied or spoken: _____

Speaking Ability: Poor Fair Good Excellent
Writing Ability: Poor Fair Good Excellent

Language: _____ Number of years studied or spoken: _____

Speaking Ability: Poor Fair Good Excellent
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Language: _____ Number of years studied or spoken: _____

Speaking Ability: Poor Fair Good Excellent
Writing Ability: Poor Fair Good Excellent

19. In the space below, provide any additional skills and experience that may be helpful in evaluating your application.

20. Do you have a valid driver's license? Yes No License # _____ State _____



CRIMINAL HISTORY

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

We will investigate for past sexual offenses and violent crimes, or crimes that would have a direct bearing on your service.

This background check will entail our search of the National Sex Offenders Registry, an FBI and DOJ criminal history check, which will require you to be fingerprinted prior to the start of your service.

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.

I allow the AmeriCorps program to complete an NSOPR check and criminal background check.

21. **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: _____
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. Please include all of the information mentioned above for each additional offence.

AmeriCorps Application



CERTIFICATION

By signing this application, 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

For Parent or Guardian of Applicants Under 18 Years of Age: I have reviewed this application and I authorize my son/daughter/legal ward to apply to AmeriCorps.

SIGNATURE DATE

Name: _____ Relation: _____

Phone: _____ Email Address: _____

Address: _____
NUMBER AND STREET CITY STATE ZIP CODE

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.



REFERENCE FORMS

Please complete the information below for each of your references. You will then need to open the Reference Letter Form (found on the CalSERVES website), complete the first section, save, and then send it to your reference. They should then complete the form and either mail or email it to us.

Select people who know you well and who are familiar with your personal background, education, employment, and/or professional skills. You should not ask a family member or friend to serve as a reference. Consider asking work supervisors, clergy, teachers, counselors, coaches, peer, classmate, co-worker, or someone else familiar with your motivation and community involvement.

The reference part of the application is very important and if your references are not received in a timely manner, your application could be delayed. Please keep this in mind as you ask people for their help.

Reference 1

Name of Reference: _____
LAST FIRST

How do you know the Reference? _____

Home/Cell Phone: _____ Work Phone: _____

Email address: _____

Reference 2

Name of Reference: _____
LAST FIRST

How do you know the Reference? _____

Home/Cell Phone: _____ Work Phone: _____

Email address: _____