

# AMERICORPS NCCC STEP-BY-STEP VISUAL GUIDE

Traditional Corps and FEMA Corps  
Corps Members and Team Leaders



**AmeriCorps**

If you have a visual impairment, please contact 1-800-942-2677 for assistance completing your application.



# Purpose

When completing an AmeriCorps NCCC Traditional Corps or FEMA Corps application, completeness and insightful answers are the key to success. For those who wish to begin the application process, this three-part guide will walk you through the registration and application process in detail. We'll provide you with information you should include (and omit) to successfully complete and submit your application for AmeriCorps NCCC.

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## Register on the MyAmeriCorps Portal

Before you can apply for AmeriCorps NCCC, you must first register within our system by creating your profile.

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## Create Your Application

All AmeriCorps applicants, including NCCC Team Leader applicants, will complete an online application.

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## Submit Your Application

Once you've created your application within the MyAmeriCorps Portal, all that's left is to submit your application to one or more AmeriCorps NCCC listings.

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## Not Quite Ready to Apply?

This guide should be used for those who are ready to apply for AmeriCorps NCCC. If you're not quite ready to start your application, we invite you to connect with us to learn more about the program and your options. [Fill out our Connect, Prepare, Apply form](#) to receive insider tips and personalized support.

## Need Additional Assistance?

If you require assistance at any point throughout this process, please call 1-800-942-2677 or send a message to the AmeriCorps hotline by going to: [https://questions.americorps.gov/app/ask\\_mac/](https://questions.americorps.gov/app/ask_mac/)



# PART 1 | Register on the MyAmeriCorps Portal

Get started by navigating to the MyAmeriCorps Portal login screen at <https://my.americorps.gov/mp/login.do> and then click the Apply to Serve link (highlighted in yellow below).

If you use assistive technology and need assistance accessing the My AmeriCorps Portal please contact the National Service Hotline at 1-800-942-2677.

Contact My AmeriCorps | [Login](#)  
FONT SIZE: Default | Large

AmeriCorps VISTA AmeriCorps NCCC

Welcome to My AmeriCorps Portal. To begin, please log in.

CNCS recommends that you use Internet Explorer version 7 or above when accessing My AmeriCorps. Other browsers have been shown to cause issues for users.

Please complete all required fields. An asterisk (\*) denotes a required field. By clicking on "login" you are agreeing to the terms and conditions outlined below.

\* Username:   
\* Password:

[Forgot your Username?](#) | [Forgot your Password?](#) | [Login Help](#)

[Apply to Serve](#)

[Search Listings](#)

[Register to create a new Member/Alum account](#)

[Register to create a new Institution account](#)

[CLICK HERE TO REGISTER](#)

## Create Profile: Step 1 of 4

Start your profile by filling in your full name, social security number\*, date of birth, and your email address.

Contact My AmeriCorps | [Login](#)  
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### Create Profile: Step 1 of 4

Before you get started making a profile, learn more about all of the AmeriCorps programs here. [Learn More](#) (Opens a new window)

[Click here for help.](#)

Please use the following fields to create a profile. Enter your name exactly as it appears on your government-issued identification. Also, you must have a valid e-mail address. An asterisk (\*) denotes a required field.

Prefix:

Preferred Name:

\* First Name:

Middle Name/Initial:

\* Last Name:

Suffix:

\* SSN:  eg. 123456789

\* Date of Birth:  (mm/dd/yyyy)

\* E-mail Address:

\* Re-enter E-mail Address:

\*Your social security number (SSN) is required so we can check our records to determine if you have applied or served before and direct you to the appropriate information. Additionally, if you stated in your application that you are a citizen or national of the United States, we will use your SSN to verify your citizenship status with the Social Security Administration (SSA). If the SSA cannot verify your statement in their records, you will be contacted to provide additional documentation.

## Create Profile: Step 2 of 4

Continue your profile by adding your citizenship/residency status; city, state, and country of birth; and your availability information\*.

Contact My AmeriCorps | Login  
FONT SIZE: Default | Large

### Create Profile: Step 2 of 4

[Click here for help.](#)

An asterisk (\*) denotes a required field.

\* Citizenship/Residency Status: U. S. Citizen

\* City of Birth: Little Rock

State of Birth: ARKANSAS

\* Country of Birth: United States of America

\* Sex: Male

\* Earliest Availability Date: 10/16/2020 (mm/dd/yyyy)

\* Last Availability Date: Available indefinitely

Available indefinitely:

\* Are you moving within the next six months?  yes  no

[cancel](#) [previous](#) [next](#)

\*Citizens of the US include persons born in Puerto Rico, Guam, the US Virgin Islands, and the Northern Mariana Islands. Nationals of the US include persons born in American Samoa, including Swains Island.  
\*\*Generally, you are a Lawful Permanent Resident Alien of the US if you are a US permanent resident with (i) a Permanent Resident Card, INS Form I-551; (ii) an Alien Registration Receipt Card, INS Form I-551, (iii) a passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or (iv) a Departure Record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence. NOTE: A student visa does not confer eligibility to enroll in an AmeriCorps program.  
\*\*\* You are an asylee if you have a Form I-94 with asylum granted stamp; form I-766 with Category "A5", "A05", or "A-5"; or an Order of the Immigration Judge granting asylum.

CNCS gathers information about sex, race, ethnicity, and other demographic information to ensure opportunities are provided to serve for people of all conditions. This information will be held confidentially, and will solely be used for data analysis to assist us in ensuring we serve you best. Information you provide will not be used in any way to determine or affect any federal benefit. Your responses are required in order to be accepted as an AmeriCorps member, but will be kept confidential.

**Your earliest availability date is the earliest possible time you would be available to begin service on an AmeriCorps project.**

## Create Profile: Step 3 of 4

For the zip code field in this section, you are required to include the last four digits of your zip code to assist us when we mail anything to your home address. To find the last four digits to your zip code, use the USPS zip code lookup tool on USPS.com at <https://tools.usps.com/zip-code-lookup.htm?byaddress>.

Contact My AmeriCorps | Login  
FONT SIZE: Default | Large

### Create Profile: Step 3 of 4

[Click here for help.](#)

To create a profile you must provide a current mailing address. If you move, please update your address. An asterisk (\*) denotes a required field.

**Current Mailing Address:**

Is this a foreign (non-US) address? [Click here.](#)

\* Street address 1: 42 W College Ave

Street address 2:

\* City: Yardley

\* State: PENNSYLVANIA

\* Zip code: 19067 - 1550

\* Preferred Phone: 439-289-3211 (e.g. 555-555-5555)

Is this an international phone number?  [Click here.](#)

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

Is this an international phone number?  [Click here.](#)

\* Preferred method of communication:  E-mail  Phone

**Permanent Address:** To use your current mailing address as your permanent address [click here](#)

Is this a foreign (non-US) address? [Click here.](#)

\* Street address 1: 42 W College Ave

Street address 2:

\* City: Yardley

\* State: PENNSYLVANIA

\* Zip code: 19067 - 1550

\* Preferred Phone: 439-289-3211 (e.g. 555-555-5555)

Is this an international phone number?  [Click here.](#)

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

Is this an international phone number?  [Click here.](#)

[cancel](#) [previous](#) [next](#)

## Create Profile: Step 4 of 4

Complete your profile with your educational and military background, areas of skill\*, and other background information. Remember to click the finish button once you've completed this section. You'll see a confirmation screen after you submit your profile with additional information.

**AmeriCorps** Contact My AmeriCorps | Login  
FONT SIZE: Default | Large

Create Profile: Step 4 of 4

[Click here for help.](#)

An asterisk (\*) denotes a required field.

**Skills and Experience**

\* What is the highest level of education you have completed?:  [\(Search for Institutions\)](#)

\* Institution Name:

\* Type of Degree, Diploma or Certificate:

\* What is your military, veteran, or family member status? (Check all that apply):

All Honorably Discharged veterans qualify for nomination for the Presidents Volunteer Service Award.

I am a veteran

I am an active duty member of the U.S. Armed Forces

I am a member of the National Guard or Reserve Component

I am an immediate family member of a veteran

I am an immediate family member of an active duty member of the U.S. Armed Forces

I am an immediate family member of a National Guard Member or Reservist

I am not in the military, a veteran or a family member of someone in the U.S. Armed Forces

\* Are you registered to vote?:

\* Is English your primary language?  yes  no

\* Do you speak any other languages?  yes  no

\* Do you have a valid government-issued driver's license?  yes  no

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. Please note that when you create an application, you will need to elaborate on each of the skills you have selected. This is not an exhaustive list of skills. If you have additional skills, please enter the skill in the "other" field below.

<input type="checkbox"/> Architectural Planning	<input type="checkbox"/> Business/Entrepreneur	<input type="checkbox"/> Communications
<input checked="" type="checkbox"/> Community Organization	<input type="checkbox"/> Computers/Technology	<input checked="" type="checkbox"/> Conflict Resolution
<input type="checkbox"/> Counseling	<input type="checkbox"/> Education	<input type="checkbox"/> Fine Arts/Crafts
<input type="checkbox"/> First Aid	<input checked="" type="checkbox"/> Fundraising/Grant Writing	<input type="checkbox"/> Law
<input type="checkbox"/> Leadership	<input type="checkbox"/> Medicine	<input type="checkbox"/> Public Health
<input type="checkbox"/> Public Speaking	<input type="checkbox"/> Recruitment	<input type="checkbox"/> Teaching/Tutoring
<input type="checkbox"/> Trade/Construction	<input type="checkbox"/> Writing/Editing	<input checked="" type="checkbox"/> Youth Development
<input type="checkbox"/> Environment	<input checked="" type="checkbox"/> Non-Profit Management	<input type="checkbox"/> Social Services
<input checked="" type="checkbox"/> Urban Planning	<input type="checkbox"/> Disaster Services	<input type="checkbox"/> Veterans
<input type="checkbox"/> Team Work		

Other:

In the space provided below, please provide any additional interest, skill, experience, or additional information that may be helpful in evaluating your application.

200 characters left

\*Keep in mind, the skills you select on this page will show up later in the application process, where you'll be asked to provide brief explanations as to how you acquired each skill.

## Complete Your Registration

Once you've submitted your profile, you'll receive a confirmation email from recruitment@americorps.gov (remember to check your spam folder if you don't find an email in your inbox) with a link to finalize your registration.

Click the link in this email to navigate to the Complete Your Registration page (as seen below) on the MyAmeriCorps Portal. Fill out this short form to complete the registration. Once you have created your username and password, you must log into your account within 72 hours to ensure access to the system. If you need help, call the National Service Hotline at 1-800-942-2677.

**AmeriCorps** Contact My AmeriCorps | Login  
FONT SIZE: Default | Large

Complete Registration for My AmeriCorps

[Click here for help.](#)

Please enter a username and password below. The user name you specify will be used to identify you throughout the system, and may be seen by potential projects and help desk staff, so please choose accordingly. Your password must be at least twelve characters long, contain at least one numeric digit, contain at least one special character (!@#%&\*()\_+?/[ \ ] ~ : ; = - < > { } ), must contain both upper and lower case letters, and must not contain your username. An asterisk (\*) denotes a required field.

\* Last Name:

\* Last 4 Digits of SSN:

\* Date of Birth:  (mm/dd/yyyy)

\* User Name:

\* Password:

\* Confirm Password:

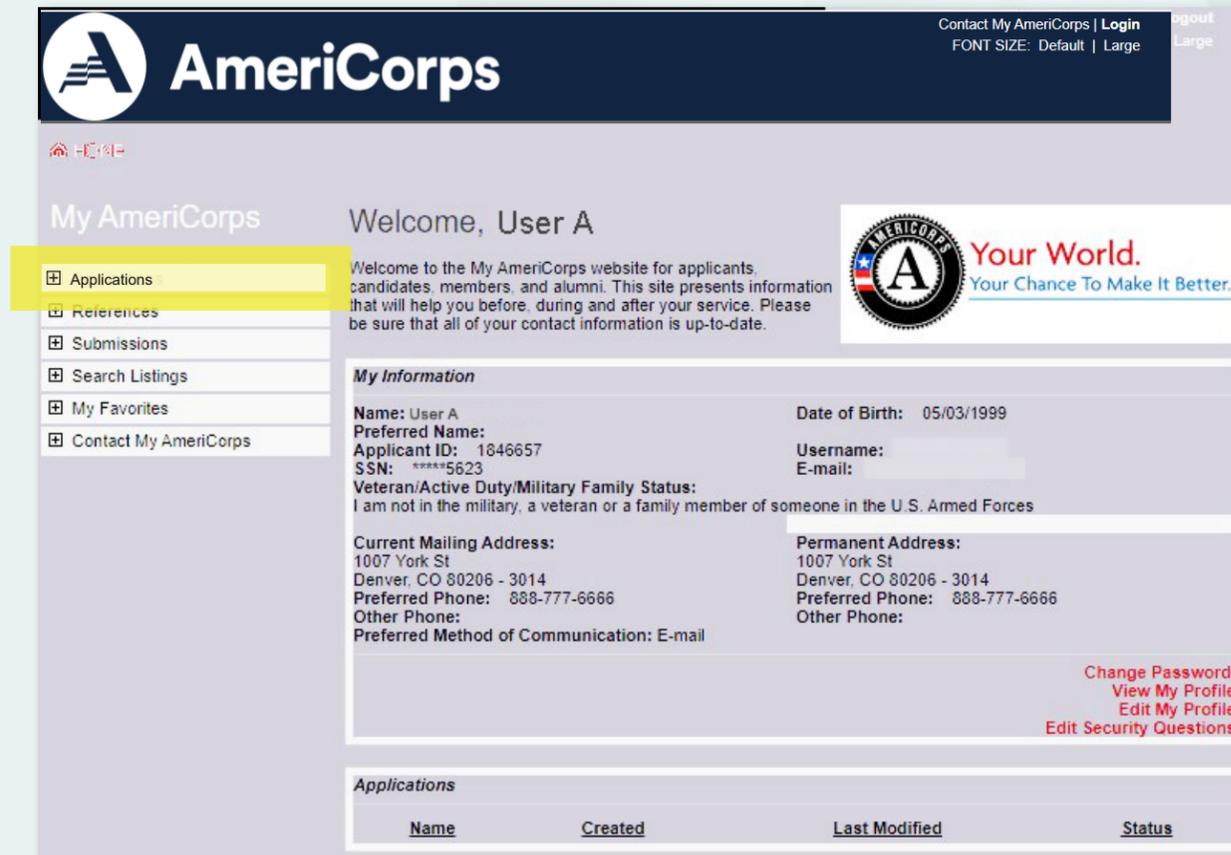
Profile Privacy:  Check here to allow programs to search for and view your profile.

E-mail Notifications:  Check here to receive e-mail notifications.

## PART 2 | Create Your Application

Now that you've registered in the system, you'll see your profile's homepage (below). If you don't see this screen, login at <https://my.americorps.gov/mp/login.do>. From this screen, you'll be able to create a new application, add references, and search for AmeriCorps listings.

Click on the "Applications" link (highlighted below) to create your first application. Then, on the next screen, click the "Create Application" button.



**AmeriCorps** Contact My AmeriCorps | Login Logout  
FONT SIZE: Default | Large

My AmeriCorps Welcome, User A

**Applications** (highlighted)  
References  
Submissions  
Search Listings  
My Favorites  
Contact My AmeriCorps

Welcome to the My AmeriCorps website for applicants, candidates, members, and alumni. This site presents information that will help you before, during and after your service. Please be sure that all of your contact information is up-to-date.

**My Information**

Name: User A Date of Birth: 05/03/1999  
Preferred Name: Applicant ID: 1846657 Username:  
SSN: \*\*\*\*\*5623 E-mail:  
Veteran/Active Duty/Military Family Status: I am not in the military, a veteran or a family member of someone in the U.S. Armed Forces

Current Mailing Address: Permanent Address:  
1007 York St 1007 York St  
Denver, CO 80206 - 3014 Denver, CO 80206 - 3014  
Preferred Phone: 888-777-6666 Preferred Phone: 888-777-6666  
Other Phone: Other Phone:  
Preferred Method of Communication: E-mail

[Change Password](#)  
[View My Profile](#)  
[Edit My Profile](#)  
[Edit Security Questions](#)

**Applications**

Name	Created	Last Modified	Status
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[CLICK HERE TO CREATE YOUR APPLICATION](#)

If you require assistance at any point throughout this process, please call 1-800-942-2677 or send a message to the AmeriCorps hotline by going to: [https://questions.americorps.gov/app/ask\\_mac/](https://questions.americorps.gov/app/ask_mac/)



## Application: Motivational Statement - Step 1 of 8

The first step is writing your Motivational Statement\*. The best Motivational Statements tell us why you want to join AmeriCorps NCCC along with personal details and/or examples from your life that show us you are ready to serve.

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 > 
  Demographic 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

\*It is recommended that you type your motivational statement in a separate document, then copy and paste it into the text box shown here when you are ready. This will ensure your work is not lost.

## Application: Skills and Experience - Step 2 of 8

When you first created your profile, you selected skills that you had gained through your past experience. This is the section where you should elaborate on those skills and let us know how you gained them. If you listed a skill but do not have an explanation about how you gained it, the skill will not be considered in the evaluation of your application.

Create Application: step 2 of 8

Motivational Statement > 
  Skills & Experience > 
  Education > 
  Community Service > 
  Employment History > 
  Criminal History Questionnaire > 
 Demographic 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'.

**Conflict Resolution:**

200 characters left

**Counseling:**

200 characters left

**Medicine:**

The explanation of how you gained these skills does not need to be very long, it just needs to let us know how you gained it.

Don't leave any of your skills sections blank!

Ways to gain a skill:

- A class or training
- Work experience
- A group project
- Hobbies
- Volunteer activities
- School clubs or activities

## Application: Education - Step 3 of 8

This section is where you will put the highest level of education that you will have completed by the time you start your service term with AmeriCorps NCCC. If you will have only graduated high school, your highest level will be “High School Diploma/GED.” If you will have taken some college classes but not yet graduated, you should select “Some College” and fill out the information that was requested. The same goes with vocational and job training programs like Job Corps or a technical college.

Create Application: step 3 of 8

Motivational Statement > 
  Skills & Experience > 
  Education > 
  Community Service > 
  Employment History > 
  Criminal History Questionnaire > 
  Demographic 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       Associates degree (AA)  
 High School diploma/GED       College graduate  
 Technical school/apprenticeship/vocational       Graduate degree (e.g. MA, PhD, MD, JD)  
 Some college

**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):	
*Location of School (City, State):	
*Attended from (mm/yyyy):	
*Attended through (mm/yyyy):	
*Major area of study:	

Select the highest level of education that you will have completed.

Remember that complete information is key!

## Application: Community Service - Step 4 of 8

The community service section is where you will describe any volunteer service that you have completed. We want to know where you served, why you served, and how it made you feel. If you have no formal service experience, we still want to hear about how you have been involved in your community and why you have not volunteered formally. You do not need to have any formal volunteer experience to be in NCCC. This is one of the few sections where we get to know you through your responses and give us more reasons to invite you to serve. Example screen below is an applicant who does not have volunteer/community service experience:

Create Application: step 4 of 8

Motivational Statement > 
  Skills & Experience > 
  Education > 
  Community Service > 
  Employment History > 
  Criminal History Questionnaire > 
  Demographic 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.

\*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 have learned or how it has made you feel. Think in broad terms.

While I have not previously volunteered with an organization, I have been very helpful with my family and within my community. My time is taken up by school and work but when I am off, I take care of my brothers and help my older neighbors with groceries and errands. I receive a lot of joy from helping out and want to learn how to volunteer so that I can help my community when I return home.

1594 characters left

If you don't have any formal volunteering experience, you must still complete this section! Do not write "n/a" or "not applicable"! If you have not volunteered previously, explain:

A) How you've been involved in your community, and  
 B) Why you're interested in volunteer service.

Example screen below is an applicant who has volunteer/community service experience:

Create Application: step 4 of 8

Motivational Statement > 
  Skills & Experience > 
  Education > 
  Community Service > 
  Employment History > 
  Criminal History Questionnaire > 
  Demographic 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)

Completion is key! Make sure that you have complete information. Use an Internet search to fill in phone numbers if you can't remember!

Let us know what you did while volunteering!

\*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. What you have learned or how it has made you feel. Think in broad terms.

2000 characters left

Explain how you have helped in your community and give full details. This is one of the only sections where we get to really know you through your response. You have the chance to get personal and give us more reasons to invite you to serve.

## Application: Employment Info - Step 5 of 8

If you have not yet held a job, select "I do not have any previous employment experience" and explain why you do not have any experience:

### 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.

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.

Be sure to explain here if you don't have any work experience. Do not leave this blank.

If you have had at least one job, this is the section for that information. Please list all jobs that you have held and provide complete details.

### 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:

Remember to fill out completely. If you do not know your employer's email address you can type "na@na.com" and use the company's main business phone number. If you do not know the phone number, try finding it with a Internet search.

## Application: Criminal History - Step 6 of 8

Read all of the instructions and answer the questions honestly. It is to your advantage to be completely honest. Having a record does not automatically prevent you from serving with AmeriCorps NCCC. Each applicant is considered on a case by case basis, and we will be better able to clear you through our application process if you fill out this section completely and accurately.

Create Application: step 6 of 8

[✓ Motivational Statement](#) > 
 [✓ Skills & Experience](#) > 
 [■ Education](#) > 
 [✓ Community Service](#) > 
 [✓ Employment History](#) > 
 [■ Criminal History Questionnaire](#) > 
 [✓ Demographic 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.)

## Application: Demographic Info - Step 7 of 8

Read all instructions and answer the questions appropriately. Select all answers pertinent to you.

### Demographic Information

*The following two questions are optional and will not affect whether you are accepted into AmeriCorps or any benefits that you may receive. Your answers may be used to assess who applies to AmeriCorps, and whether the applicant pool is reflective of the demographics of the US population.*

[Click here for help.](#)

I prefer not to provide my demographic information.

\* Which of the following categories best describes your ethnic origin?

Hispanic or Latina/o  Not Hispanic or Latina/o

\* Which of the following categories best describes your racial origin? (Check all that apply)

**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 or Asian American.** 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.

Other

\* How did you hear about this program? (Check all that apply)

Article (online, newspaper, or magazine)  Advertisement in a newspaper/magazine

Guidance counselor/teacher  Parent/Relative

Current or Former AmeriCorps Member  Friend

TV Commercial  Radio Commercial

AmeriCorps recruiter/representative  Received information in the mail

AmeriCorps program poster  Recruitment brochure

AmeriCorps online recruitment system  College Resource Fair

Job search Web page  State Service Commission

Facebook ad or on Facebook in general  Twitter

Other social media platform. Please specify:

Other. Please specify:

This information is confidential, and will not be used for making decisions about eligibility or who will serve with AmeriCorps NCCC.

## Application: References - Step 8 of 8

References are among the most important parts of the application. This section is where we learn about you in the eyes of your mentors and supervisors. References should NOT come from personal sources like family members, peers, classmates, co-workers, or friends; instead, references should include work supervisors, clergy, teachers, counselors, coaches, or others familiar with your motivation and community involvement.

The screenshot shows a web form for requesting a reference. The form includes the following fields: \* First Name, \* Last Name, \* Email, \* Title, Organization/Institution, a checkbox for "Is this a foreign (non-US) address? Check here.", \* Street Address 1, Street Address 2, \* City, \* State (dropdown), \* Zip, \* Zip Extension, Home Phone, and Work Phone. There are "Submit" and "Go back to Application" buttons at the bottom. Two callout boxes are present: one pointing to the email field with the text "The email address is what we use to request the reference, so double-check that is correct!" and another pointing to the address fields with the text "All information for the reference must be filled out to completion. If you are unsure of your reference's street address, call them up! (This is also a good way for you to let them know that you're using them as a reference.)"

**Important Note:** Your references only have to be requested, not fully completed and sent back, for you to submit your application to an AmeriCorps NCCC program listing.

## “Who should I ask to be my reference?”

Yes	No
<ul style="list-style-type: none"> <li>• Work Supervisor</li> <li>• Pastor</li> <li>• Coach</li> <li>• Counselor</li> <li>• Teacher/Professor</li> <li>• Volunteer Supervisor</li> <li>• Mentor</li> <li>• Your direct supervisor in a professional setting</li> </ul>	<ul style="list-style-type: none"> <li>• Mom/Dad</li> <li>• Sister/Brother</li> <li>• Aunt/Uncle</li> <li>• Roommate</li> <li>• Friend/Best Friend</li> <li>• Co-worker</li> <li>• Boyfriend/Girlfriend</li> <li>• Anyone who knows you in a personal setting</li> </ul>

When the reference request is sent via email, the following message will be sent:

Dear Hillary Thomas:

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. John Franklin 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\*\*\*

Create Application: step 8 of 8

[Click here for help.](#)

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

### References

You must select two references to be submitted with this application. If you have not created reference requests, you may create them now by clicking create reference. Please note, to complete a reference request you will need the reference's name, e-mail, and address. All reference requests will be submitted via e-mail, so please check that the email you provide is valid and current for each reference.

Name >	Relation >	Created >	Modified >	Completed >	Select >
Hillary Newton	Not available	09/01/2020	09/01/2020	No	<input checked="" type="checkbox"/>

To finish your application, make sure to check the checkboxes to the right of the references you've created and would like to attach to this application, and then select the 'Finish Application' button!

- The “Why Do I Volunteer” and “Motivational Statement” sections are your chance to show us who you are. These sections should be answered thoughtfully and to the best of your abilities. We are looking for your motivation to serve, an understanding of our program and your fit, and a clear picture of you as an applicant. Just a reminder to type your motivational statement in a separate document, then copy and paste it into the text box shown here when you are ready. This will ensure your work is not lost.
- Do your research so that you're already well aware of how AmeriCorps NCCC and NCCC-FEMA Corps work. Knowing our programs' basic structure will help you complete the application and know what we're looking for.

Important things to remember when completing your application:

An application is not considered complete until both references are professional in nature and have been completed within the past 24 months. At that point, the application will be assessed and you will know whether you qualify to be in AmeriCorps NCCC or NCCC-FEMA Corps.

Things to remember when filling out the application:

- Fill out the entire application and add as much detail as possible. If you do not have a phone number or address for a job or volunteer opportunity, make every effort to obtain that information. The more detail, the better.
- References are very important and have a big influence on your chances of being selected for service. Ensure that both are professional and have been completed. References must be completed within the past 2 years. And remember, your references do not have to be completed for you to move forward in submitting your application. It may take some time for your references to complete their requests and send them back. Don't wait to submit your application to a program listing!

## PART 3 | Submit Your Application

The final and most important act in applying is actually submitting your application to the listing. When you are done with the application you need to submit it to each program that you are interested in.

Follow these steps to submit the application to the program:

1. Click “Search Listings” and navigate to your preferred program listing.  
Alternatively, you can use [this link to view all open listings for AmeriCorps NCCC](#).
2. In the “Quick Search” box use the “Program Type” drop down and select “AmeriCorps NCCC” to apply for a Corps Member position.
  - No need to provide a state or program name
3. In the search results, click on the program name for your preferred start cycle.
  - Summer start: Typically July or August
  - Fall start: Typically early October
  - Winter start: Typically early February
4. Review the program description and click Apply Now at the bottom of the page.
  - Verify the application that will be used – it is listed below “submit listing” at the top of the certification screen
  - Read the certification and select one of the option buttons
  - Click Submit
5. You will receive an email confirmation that your application has been submitted.
6. Within 1-2 weeks you will receive a packet in the mail and via email with next steps and additional information.

[CLICK HERE TO SUBMIT YOUR APPLICATION](#)

If you require assistance at any point throughout this process, please call 1-800-942-2677 or send a message to the AmeriCorps hotline by going to: [https://questions.americorps.gov/app/ask\\_mac/](https://questions.americorps.gov/app/ask_mac/)



**AmeriCorps**