## AmeriCorps Application Step-by-Step Directions



## To fill out this application, you will need:

- your social security number
- name, email, address, title, and organization of TWO references
   As a professional courtesy, you should ask your references if you can provide us with their information and let them know they will receive an email soon.
- past service experience (if any)
- past work experience (if any)
- 1. Go to my.americorps.gov
- 2. Click Apply to Serve



## **Questions?**

Contact Beth Bair, National Service Coordinator

Email: btbair@frostburg.edu Phone: 301-687-4210 Fax: 301-687-1041



**3.1 Create your profile: Step 1.** Remember, you must fill out each line that has an asterisk (\*). Click next in the bottom right of each page to move to the next page of the profile. Most of the information you will provide in this section is your own personal information, but please still follow the step-by-step directions as there will be some that we provide you.



Create Profile: Step 1 of 4		2 Annound the second
If you are considering becoming an AmeriCorps separate web page will open with this informatio	member, it is important that you learn about the rules of service. Click the Rules of Service button and a n.	
	Rules of Service (Opens a new window)	
ick here for help.		
Please use the following fields to create a profile s-mail address. An asterisk (*) denotes a requir	. Enter your name exactly as it appears on your government-issued identification. Also, you must have a valid ed field.	
Prefix:	Please Select V	
Preferred Name:		
* First Name:		
Middle Name/Initial:		
* Last Name:		This page is all of your own information.
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	Last updated: Thursday, April 16, 2015, 11:12 AM Release version: 6.2	
:k here for help.		
n asterisk (*) denotes a required field.		
* Citizenship/Residency Status:	▼ 2	
tizens of the US include persons born in Puer m in American Samoa, including Swains Islan Senerally, you are a Lawful Permanent Resid Alien Registration Receipt Card, INS Form I- Irmanent residence; or (iv) a Departure Recor rmanent residence. NOTE: A student visa do You are an asylee if you have a Form I-94 wi dge granting asylum.	to Rico, Guam, the US Virgin Islands, and the Northern Mariana Islands. Nationals of the US include persons d. end Alien of the US if you are a US permanent resident with (i) a Permanent Resident Card, INS Form I-551; (ii) 551, (iii) a passon indicating that the INS has approved it as temporary evidence of lawful admission for d (INS Form I-94) indicating that the INS has approved as temporary evidence of lawful admission for es not confre eligibility to enroll in an AmeriCorps program. th asylum granted stamp; form I-766 with Category "A5", "A05", or "A-5"; or an Order of the Immigration	The top of this page is all of your own information.
* City of Birth:		
State of Birth:		
* Country of Birth:	United States of America	Be sure to click "Available Indefinitely".
364.		Doing so will remove the option to
VCS gathers information about sex, race, ethn nditions. This information will be held confiden ormation you provide will not be used in any w set or more than the set of the best of the set of th	icity, and other demographic information to ensure opportunities are provided to serve for people of all tably, and will solely be used for data analysis to assist us in ensuring we serve all Americane sequally. The ay to determine or affect any federal benefit. Your responses are required in order to be enrolled as an	choose a "Last Availability Date".
* Earliest Availability Date:	09/01/2015	
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Available indefinitely:		months" is asking about your permane
the next six months?	O yes O lio	address. Moving to Frostburg will not
	cancel previous next	affect your permanent address. If your
		permanent address is changing within
	OMB Number 3045-0054	the next six months, you will click "yes"
Contact	Us   Newsletters   Site Map   Site Index   Office of Inspector General   FirstGov   Privacy   Accessibility	otherwise click "no"
	Last updated: Thursday, April 16, 2015, 11:12 AM Release version: 6, 2	



3.3 Create yo	ur profile: Step 3.	ERIGO
Create Profile	e: Step 3 of 4	
Click here for help.		
To create a profile you Current Mailing Add	must provide a current mailing address. If you move, please update your address. An asterisk (*) denotes a required field. ress:	
Is this a foreign (nor	-US) address? Click here.	TTTTTTTT
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Street address 2:	1 Sandspring Dr	your mailing address
* City:	Frostburg	The system will not
* State:	MARYLAND	The system will not
* Zip code:	21532 - 3104	accept Drive so be
* Preferred Phone:	(e.g. 555-555-5555)	sure to type the
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international phone number? Click here.		we have it here.
Other Phone:	(e.g. 555-555-5555)	<b></b>
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international phone number? Click here.		NOT choose to use your mailing address
Other Phone:	(e.g. 555-555-5555)	as your permanent
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	OMB Number 3045-005	
	Contact Us   Newsletters   Site Map   Site Index   Office of Inspector General   FirstGov   Privacy   Accessibility FOIA   No Fear Act   Federal Register Notices   Site Notices	
	Last updated, inursday, Apia 10, 2015, 11:12 AM Release version: 6.2	
r		
For lo	cal students: If you live in Maryland, you may use your permanent	
addro	ss as your local address. This ontion is only for those who are from	
the Fr	ostburg area and will be commuting to campus. Anyone living on	
l camp	us must use the address provided	



## 3.4 Create your profile: Step 4. 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?: Please Select ۲ \* What is your military, veteran, or family member status? All Honorably Discharged veterans qualify for nomination for the Presidents Volunteer (Check all that apply): 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. This page is all of your own information. Click "finish" to complete your profile. Business/Entrepreneur Architectural Planning Communications Community Organization Computers/Technology Conflict Resolution Counseling Education Fine Arts/Crafts Fundraising/Grant Writing Law First Aid Leadership Medicine Public Health Recruitment Teaching/Tutoring Public Speaking Writing/Editing Youth Development Trade/Construction Environment Non-Profit Management Social Services Veterans Urban Planning Disaster Services 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 cancel previous finish 3.5 Create your profile: Registration Complete. My AmeriCorps You should see this screen once you click "finish". Check your email to complete the next step. Registration Confirmation Applicant Information Thanks for your registration, Anna Daniels. An e-mail has been sent to you at with further instructions.







**6.1 Complete your application.** Remember, you must fill out each line that has an asterisk (\*). Click next in the bottom right of each page to move to the next page of the application. Most of the information you will provide in this section is your own personal information, but please still follow the step-by-step directions as there will be some that we provide you.

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Submissions						
My Favorites						
E Contact My Americ	orps					
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6.5 Complete ye	our application: Education.	ERICOR
My AmeriCorps	Create Application: step 3 of 8	
Applications     Applications	Motivational Statement > Skills & Experience > Education > Community Service >	
Submissions	Employment History > Criminal History Questionnaire > M Demographic Information > References	
E Search Listings	Education	
My Favorites     Contact My AmeriCorps		THUNKING
	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       Some college	This page is verifying information you provided in your profile. If correct, move onto the next page.
	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.	
	add another	
	cancer previous next	
	OMB Number 3045-0054	
6.6 Complete y	cour application: Community Service.         Create Application: step 4 of 8         Motivational Statement > Skills & Experience > Community Service > Employment History > Criminal History Questionnaire > Demographic Information > Reference         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 schwidt first. Your involvement could include serving in neighborhood, school, religious, social, professional, or other schwidt first. Your involvement could include serving in neighborhood, school, religious, social, professional, or other schwidt first. Your involvement service experience.         Vame and Location of Organization         * City:         * State:         * Phone:         * Phone:         * Phone:         * Phone:	Click here if you do not have any previous community service experience.
	2000 characters left  * Dates of Involvement and Hours  * From (mm/yyyy):  * To (mm/yyyy): * To (mm/yyy): * To (mm/yyyy): * To (mm/yyy): * To (mm/yyyy): * To (mm/yyy): * To (mm/yyyy): * To (mm/yyy): * To (mm/yyy)	Click here to add more community service experience.
	OMB Number 3045-005	

6.7 Complete yo	our application: Employment History.	JUNE BICODA
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My AmeriCorps	Create Application: step 5 of 8	
Applications     References	✓ Motivational Statement > ✓ Skills & Experience > ✓ Education > ✓ Community Service > □ Employment History > □ Criminal History Questionnaire > ✓ Demographic Information > □ References	
<ul> <li></li></ul>	Employment History	
My Favorites	Click here for help,	APPLY VILLA
Contact My AmeriCorps	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-lime paid or unpaid work experience.	
	Click the "Add Another Job" button below to add additional employment experiences.	Click here if you do not have any work experience.
	Name and Address of Employer	
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	Dates and Times	
	* From (mm/yyyy):	
	* To (mm/yyyy):	
	* HOUTSIWEEK: U	
	remove	Click here to add more
	add another job	work 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.	
	cancel previous next	
	OMB Number 3045-0054	
6.8 Complete y	our application: Criminal History Questionnaire.	
	Create Application: step 6 of 8	
⊞ References     ■	<ul> <li>Motivational Statement &gt; Skills &amp; Experience &gt; Education &gt; Community Service &gt; E</li> <li>Fmoloyment History &gt; Criminal History Questionnaire &gt; Demographic Information &gt; References</li> </ul>	
Submissions		1
E Search Listings Interpretation of the search	Criminal History Questionnaire	
Contact My AmeriCorps	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 vers 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 endror a FIL environal history check which will require you to submit fingerprints.	
	And/of a recommendation of the second	
	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.	
	the microcition draw may once man spectry or parking waves.	If you choose "yes" for either question,
	* Have you ever been convicted as an aduit, or adjudicated as a juvenie orienteer, or at least one criminal offense by either a civilian or military court? Ves No * Are you currently facing charges for any offense, on probation or parole? Ves No	boxes will appear for you to provide more information.
	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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