Purpose
When completing an AmeriCorps NCCC Traditional Corps or FEMA Corps application, completeness and insightful answers are the key to success. This guide will provide examples and walk you through the information you should include (and omit) to properly complete an application.

Creating the Application
All AmeriCorps applicants, including NCCC Team Leader applicants, will complete the below online application, available here: https://my.americorps.gov/mp/login.do.

Step 1: Motivational Statement
The first step is writing your Motivational Statement. Sell yourself and tell us why you want to serve! Feel free to give personal details and examples from your life that show you are ready to serve with AmeriCorps NCCC.

Make sure to answer the question: Why do you want to serve with AmeriCorps NCCC? Responses should show that you have an understanding of NCCC and why it is a good fit for you.
Step 2: Skills and Experience

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, it will not be considered in the evaluation of your application.**

Ways to gain a skill:
- A class or training
- Work experience
- A group project
- Hobbies
- Volunteer activities
- School clubs or activities
Step 3: Education

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.

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

Remember that complete information is key!
Step 4: Community Service
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. **Not having any formal volunteer experience is not a bad thing!** We are most interested in your motivation to serve if given the opportunity.

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

*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 or volunteer groups; helping out with community service programs.*

Click here for help.

*Describe how you have reached out to help others and/or how you have served or get involved, and what you received in return. Explain why you serve or get involved, and what you received in return. Explain in broad terms what you’ve done or how it made you feel. Think in broad terms.*

I do not have any community service experience.

If you don’t have any formal volunteer 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.

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

- 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!
- If you only volunteered once with a certain group, place the number of hours that you worked here.
- 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.
Step 5: Employment Information

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:

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.

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 Google search.
Step 6: Criminal History Questionnaire

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.

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.)

Example:

- Conviction Date: June 1, 2020
- Description: Possession of Controlled Substances
- Sentence: 1 year probation

Add another conviction

Cancel  Previous  Next

OMB Number 3045-0054
Step 7: Demographic Information

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

This information is confidential, and will not be used for making decisions about eligibility or who will serve with AmeriCorps NCCC.
Step 8: References

References are among the most important parts of the application. This section is where you 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 email address is what we use to request the reference, so double-check that it is correct!

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.)

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

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td>• Work Supervisor</td>
<td>• Mom/Dad</td>
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<tr>
<td>• Pastor</td>
<td>• Sister/Brother</td>
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<tr>
<td>• Coach</td>
<td>• Aunt/Uncle</td>
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<tr>
<td>• Counselor</td>
<td>• Roommate</td>
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<tr>
<td>• Teacher/Professor</td>
<td>• Friend/Best Friend</td>
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<tr>
<td>• Volunteer Supervisor</td>
<td>• Co-worker</td>
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<tr>
<td>• Mentor</td>
<td>• Boyfriend/Girlfriend</td>
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<tr>
<td>• Your direct supervisor in a professional setting</td>
<td>• Anyone who knows you in a personal setting</td>
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</table>

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

Dear REFERENCEFIRSTNAME REFERENCESLASTNAME:

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***

![References](#)

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

### 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.
- 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.
- 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.
Submitting to AmeriCorps NCCC or NCCC-FEMA Corps

The final and most important step 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.

Submit the application to the program

- Click “Search Listings” and follow the instructions for your designated position:
- 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
- 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
- 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 radio buttons
  - Click Submit
- You will receive an email confirmation that your application has been submitted
- Within 1-2 weeks you will receive a packet in the mail with next steps and additional information