

01
CREATE A
PROFILE



VISIT
my.americorps.gov

AND CLICK
"APPLY TO SERVE"

Once you have completed all required fields, an e-mail with a link to create a username and password will be sent to your inbox.

Follow this link to complete registration.



AMERICORPS NCCC

Application Process

learn more at americorps.gov/nccc

02
CREATE AN
APPLICATION



LOG IN TO YOUR
My AmeriCorps profile

AND CLICK ON
"APPLICATIONS"

Then, you must "CREATE AN APPLICATION" and fill out each section.

(Tip: References do not need to be complete at this time, but must be attached to an application before submitting.)

03
SUBMIT
APPLICATION



CLICK
"SEARCH LISTINGS"

and

AMERICORPS NCCC
and/or
NCCC TEAM LEADER

Choose a listing and click "APPLY NOW"

You may apply to multiple openings, but will only be selected to serve for one at any time.

(Tip: Check with references to ensure they are complete at this time.)

04
NEXT STEPS:
ELIGIBILITY



Within 1 week of applying, your Acknowledgement Packet will be sent via e-mail & to your "CURRENT MAILING ADDRESS".

Corps Members

Read the material and call the National Service Hotline to complete your **ELIGIBILITY CALL** at:

1-800-942-2677

If you are eligible to serve, your application will be assessed by NCCC staff.

You must have 2 complete references to move to step 5!

Team Leaders

Your application will be reviewed for completeness and passed on to NCCC campus staff for further review.

Campus Unit Leaders will conduct phone interviews with their top candidates.

05
RECEIVE
INVITATION



Follow the instructions carefully and accept the invitation within **3 WEEKS** (15 business days)

Corps Members

You will receive either a **CAMPUS** or **WAITLIST** invitation packet via e-mail & at your "CURRENT MAILING ADDRESS".

Team Leaders

Team Leader invitation packets are sent after you verbally accept the offer from the campus.

Selection may take up to several months after submitting an application. Waitlist applicants must complete their clearance forms to be considered for a campus invitation.

06
COMPLETE
CLEARANCE
FORMS



The invitation packet will contain:

- * FINGERPRINT CARD
- * MEDICAL HISTORY FORM
- * ONLINE SURVEY
- * 3 ADDITIONAL FORMS (FEMA CORPS ONLY)

These must be completed & returned by the same deadline outlined in step 5.

(TIP: Check your local law enforcement office for fingerprinting services. Fingerprinting costs are not reimbursed.)

After submission, processing clearances can take between 4-12 weeks. Please provide additional information, if requested.

07
PREPARE FOR
SERVICE



Once medically and legally cleared, you will receive an e-mail containing your **WELCOME PACKET**.

This packet contains details about your campus, as well as a few final forms that must be completed and returned within **10 DAYS**.

You will receive a travel itinerary via email one to two weeks prior to arriving at your NCCC campus.



Deadlines to Apply:

Corps Member: **APR. 1st | JULY 1st | NOV. 1st**

Team Leader: **MAR. 1st | JUNE 1st | OCT. 1st**