



AmeriCorps NCCC

Team Leader Application Checklist

1. Create your My AmeriCorps Applicant Account:

- Create your My AmeriCorps Account at <http://my.americorps.gov>
- ★ Make sure to keep your contact information up to date throughout the entire process

2. Complete and Submit Application by Deadline

- Create/Update Application and complete all required fields (references do not need to be complete at this time, but must be listed in the reference section and their names must be checked)
- Submit Application to desired AmeriCorps NCCC Team Leader listing (*to NCCC and/or to FEMA Corps*)
 - Answer two essay questions about leadership experience and motivation for becoming a Team Leader (4,000 character limit for each)
 - Answer required Team Leader Questionnaire regarding eligibility (composed of 17 yes or no questions)
 - Select regional preference (if any)

3. Receive Acknowledgment of Application to NCCC (within 1 week of Step 2)

- Receive application acknowledgement via EMAIL
- Contact incomplete references (*contact references or reach out to new ones to ensure that 2 are completed*)
- Update references to include at least one of your Unit Leader and/or Team Leader (*only if you have served previously with AmeriCorps NCCC or FEMA Corps*)

4. Application Assessment (timeframe varies; no later than 2 weeks after deadline)

Returning members' previous campus will be contacted for a recommendation and may take longer than 1 week. No action is required by returning members

- Reply to Assessment Email detailing required next steps for your application to be Eligible
- Assessment completed by an Assessor

Note: Your [My AmeriCorps Account](#) application will now remain in "Under Review" status unless/until you receive a campus invitation.

5. Eligible Team Leader Applications Sent to Campuses (no later than 2 weeks after application deadline)

- Eligible applications forwarded to campuses; ineligible applicants will be notified via EMAIL
- Campuses review applications and contact applicants for interviews

Note: Not all eligible applicants will be selected for interviews by campuses

6. Await your Campus or Alternate Offer (no later than 3 months after application deadline)

- Selected applicants will receive a campus offer via PHONE; must Accept or Decline within 24 hours
- Receive campus invitation via EMAIL
- Accept your invitation online in your [My AmeriCorps Account](#) within 2 weeks (*10 business days*)
- Receive clearance forms via physical mail with Invitation or Alternate Packet
 - Fingerprint Card
 - Medical history form (2-sided)
 - All four required FEMA Security forms (*FEMA Corps applicants only*)
- Complete, sign, and return clearance forms to NCCC HQ within 2 weeks (*10 business days*)

7. Receive your Clearance for Service via EMAIL (within 3-12 weeks of Step 6)

- Once you are legally and medically cleared, receive Welcome Packet with forms for your assigned campus via email
- Complete and return Welcome Packet forms to your campus within 10 days
- Receive travel itinerary **one to two weeks prior to campus arrival** via EMAIL
- Confirm travel itinerary with the Member Support Specialist (MSS) at your campus