

A Visual Guide to the AmeriCorps NCCC and NCCC-FEMA Corps Application*

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

Purpose

When completing an AmeriCorps NCCC or NCCC-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 at <https://my.americorps.gov/mp/login.do>.

Step 1: Motivational Statement

The first step is writing your Motivational Statement. This is one of the few sections where we get to see who you are as an applicant. 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.

The screenshot shows the 'Create Application: step 1 of 8' interface. At the top, there is a navigation menu with checkboxes for 'Motivational Statement', 'Skills & Experience', 'Employment History', 'Criminal History Questions', and 'References'. The 'Motivational Statement' section is active. Below the navigation, there is a heading 'Motivational Statement' and a sub-heading 'Click here for help.' followed by instructions: '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.' and '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.' A text area contains the following text: 'I would like to serve in AmeriCorps NCCC because I feel drawn to a life of community service and helping others. My other interests are traveling, meeting new people, working outdoors, and challenging myself. I see AmeriCorps NCCC as a great way to combine all of my interests and do something that matters.' Below the text area, it says '2692 characters left'. At the bottom, there are four buttons: 'save', 'cancel', 'previous', and 'next'.

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 count against 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 gained through your past and/or experience. Please elaborate on how you have acquired and applied those skills. To add or remove skills from this application, you'll need to update your profile page and clicking on 'Edit My Profile'.

Teaching/Tutoring:

In high school, I was a teachers aide for a fourth grade class. I also volunteered to help my classmates with their math skills after class.

59 characters left

Business/Entrepreneur:

I have taken a few business classes and in 2013, I started my own lawn mowing service.

114 characters left

Leadership:

I worked at a camp for kids and was in charge of leading games and activities. I was also a co-captain of a football team.

77 characters left

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The explanation of how you gained the skill 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

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.

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):	Penobscot Job Corps
*Location of School (City, State):	Bangor, ME
*Attended from (mm/yyyy):	05/2013
*Attended through (mm/yyyy):	05/2014
*Major area of study:	Welding
*Type of Degree or Certificate:	Welding Certificate
*Date Received or Expected (mm/yyyy):	05/2014

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.

Applicant 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 organizations, religious groups, volunteer groups; helping out with community service projects...

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 why you have volunteered. Explain why you serve or get involved, and what you received in return. If 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. A lot of 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 yard work. 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

next

6-0054

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.

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.

Applicant has volunteer/community service experience:

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;

Click the "add another" button below to add additional organization.

I do not have any community service experience.

Name and Location of Organization

* Organization:

* City:

* State:

* Phone:

*** Description of Involvement**
(2000 characters maximum)

1851 characters left

*** Dates of Involvement and Hours**

* From (mm/yyyy):

* To (mm/yyyy):

* Hours/month:

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.

*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 - that is, 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.

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:

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 work, school, or military service. Or, explain why you have no employment history.

I do not have any employment history because I have been in high school and my parents did not make me get job. I recently graduated and am seeking opportunities for either work or a gap year between college.

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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: Dairy Queen
* City: Alpine
* State: TEXAS
* Supervisor Name: Tavo Garcia
* Supervisor Phone: 432-837-2420 (555-555-0000)
* Supervisor E-mail: tavo@dq.net

Job Title and Duties

* Title: Cashier
* Duties: Took orders and rang out customers.
* Reason For Leaving: Took a better position.

Dates and Times

* From (mm/yyyy): 01/2014
* To (mm/yyyy): 07/2014
* Hours/week: 30

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. 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** > **Optional 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.)

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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.

Demographic Information

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

[Click here for help.](#)

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

<input type="checkbox"/> Article (online, newspaper, or magazine)	<input type="checkbox"/> Advertisement in a newspaper/magazine
<input type="checkbox"/> Guidance counselor/teacher	<input type="checkbox"/> Parent/Relative
<input type="checkbox"/> Current or Former AmeriCorps Member	<input checked="" type="checkbox"/> Friend
<input checked="" type="checkbox"/> TV Commercial	<input type="checkbox"/> Radio Commercial
<input type="checkbox"/> AmeriCorps recruiter/representative	<input type="checkbox"/> Received information in the mail
<input type="checkbox"/> AmeriCorps program poster	<input type="checkbox"/> Recruitment brochure
<input type="checkbox"/> AmeriCorps online recruitment system	<input type="checkbox"/> College Resource Fair
<input type="checkbox"/> Job search Web page	<input type="checkbox"/> State Service Commission
<input type="checkbox"/> Facebook ad or on Facebook in general	<input type="checkbox"/> Twitter

Other social media platform. Please specify:

Other. Please specify:

*** Have you previously served with an AmeriCorps program? Click all that apply.**

State & National VISTA NCCC

None

*** 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

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Step 8: References

References are among the most important parts of the application. This section is where 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. It includes fields for First Name, Last Name, Email, Title, Organization/Institution, and a checkbox for foreign addresses. Address fields include Street Address 1, Street Address 2, City, State (dropdown), Zip, and Zip Extension. Phone fields include Home Phone and Work Phone. A 'Submit' button and a 'Go back to Application' button are at the bottom. Two blue callout boxes provide instructions: one about double-checking the email address and another about filling out all information to completion.

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

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

Dear REFERENCEFIRSTNAME REFERENCELASTNAME:

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

You must select two references to be submitted with your application. If you have any reference requests, you may create them now by clicking create reference. For each reference request you will need the reference's name and contact information. 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 ▶
test test	Not available	08/06/2014	08/06/2014	No	<input type="checkbox"/>
Test Test	Not available	03/12/2014	03/12/2014	No	<input type="checkbox"/>

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 completed. 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.
- 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