AMERICORPS NCCC
STEP-BY-STEP VISUAL GUIDE

Traditional Corps and FEMA Corps
Corps Members and Team Leaders

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

When completing an AmeriCorps NCCC Traditional Corps or FEMA Corps application, completeness and insightful answers are the key to success. For those who wish to begin the application process, this three-part guide will walk you through the registration and application process in detail. We'll provide you with information you should include (and omit) to successfully complete and submit your application for AmeriCorps NCCC.

1 Register on the MyAmeriCorps Portal
Before you can apply for AmeriCorps NCCC, you must first register within our system by creating your profile.

2 Create Your Application
All AmeriCorps applicants, including NCCC Team Leader applicants, will complete an online application.

3 Submit Your Application
Once you’ve created your application within the MyAmeriCorps Portal, all that’s left is to submit your application to one or more AmeriCorps NCCC listings.

Not Quite Ready to Apply?
This guide should be used for those who are ready to apply for AmeriCorps NCCC. If you’re not quite ready to start your application, we invite you to connect with us to learn more about the program and your options. Fill out our Connect, Prepare, Apply form to receive insider tips and personalized support.

Need Additional Assistance?
If you require assistance at any point throughout this process, please call 1-800-942-2677 or send a message to the AmeriCorps hotline by going to: https://questions.americorps.gov/app/ask_mac/
PART 1 | Register on the MyAmeriCorps Portal

Get started by navigating to the MyAmeriCorps Portal login screen at https://my.americorps.gov/mp/login.do and then click the Apply to Serve link (highlighted in yellow below).

Create Profile: Step 1 of 4

Start your profile by filling in your full name, social security number*, date of birth, and your email address.

*Your social security number (SSN) is required so we can check our records to determine if you have applied or served before and direct you to the appropriate information. Additionally, if you stated in your application that you are a citizen or national of the United States, we will use your SSN to verify your citizenship status with the Social Security Administration (SSA). If the SSA cannot verify your statement in their records, you will be contacted to provide additional documentation.
Create Profile: Step 2 of 4

Continue your profile by adding your citizenship/residency status; city, state, and country of birth; and your availability information*.

*Your earliest availability date is the earliest possible time you would be available to begin service on an AmeriCorps project.

Create Profile: Step 3 of 4

For the zip code field in this section, you are required to include the last four digits of your zip code to assist us when we mail anything to your home address. To find the last four digits to your zip code, use the USPS zip code lookup tool on USPS.com at https://tools.usps.com/zip-code-lookup.htm?byaddress.
Create Profile: Step 4 of 4

Complete your profile with your educational and military background, areas of skill*, and other background information. Remember to click the finish button once you’ve completed this section. You’ll see a confirmation screen after you submit your profile with additional information.

*Keep in mind, the skills you select on this page will show up later in the application process, where you’ll be asked to provide brief explanations as to how you acquired each skill.

Complete Your Registration

Once you’ve submitted your profile, you’ll receive a confirmation email from recruitment@americorps.gov (remember to check your spam folder if you don’t find an email in your inbox) with a link to finalize your registration.

Click the link in this email to navigate to the Complete Your Registration page (as seen below) on the MyAmeriCorps Portal. Fill out this short form to complete the registration. Once you have created your username and password, you must log into your account within 72 hours to ensure access to the system. If you need help, call the National Service Hotline at 1-800-942-2677.

![Complete Registration for MyAmeriCorps](image-url)
PART 2 | Create Your Application

Now that you’ve registered in the system, you’ll see your profile’s homepage (below). If you don’t see this screen, login at https://my.americorps.gov/mp/login.do. From this screen, you’ll be able to create a new application, add references, and search for AmeriCorps listings.

Click on the “Applications” link (highlighted below) to create your first application. Then, on the next screen, click the “Create Application” button.

If you require assistance at any point throughout this process, please call 1-800-942-2677 or send a message to the AmeriCorps hotline by going to: https://questions.americorps.gov/app/ask_mac/
Application: Motivational Statement - Step 1 of 8

The first step is writing your Motivational Statement*. The best Motivational Statements tell us why you want to join AmeriCorps NCCC along with personal details and/or examples from your life that show us you are ready to serve.

*It is recommended that you type your motivational statement in a separate document, then copy and paste it into the text box shown here when you are ready. This will ensure your work is not lost.

Application: Skills and Experience - Step 2 of 8

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, the skill will not be considered in the evaluation of your application.
Application: Education - Step 3 of 8

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.

Application: Community Service - Step 4 of 8

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. You do not need to have any formal volunteer experience to be in NCCC. This is one of the few sections where we get to know you through your responses and give us more reasons to invite you to serve. Example screen below is an applicant who does not have volunteer/community service experience:

If you don’t have any formal volunteering 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.
Example screen below is an applicant who has volunteer/community service experience:

### Community Service

- **Organization**: Habitat for Humanity
  - **City**: Dallas
  - **State**: Texas
  - **Phone**: 321-554-3456

### Name and Location of Organization

- **Organization**: Habitat for Humanity
  - **City**: Dallas
  - **State**: Texas
  - **Phone**: 321-554-3456

### Description of Involvement

Let us know what you did while volunteering!

**Description**: Helped build homes for low-income families through Habitat for Humanity. Participated in various volunteer roles including site coordination, material handling, and team leadership. Developed strong leadership and organizational skills.

Completion is key! Make sure that you have complete information. Use an Internet search to fill in phone numbers if you can’t remember!

Application: Employment Info - Step 5 of 8

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**

Let us know what you did while volunteering!

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**

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 Internet search.

**Name and Address of Employer**

- **Organization**: Dairy Queen
  - **City**: Alpine
  - **State**: Texas

**Supervisor**

- **Name**: James Conrad
  - **Phone**: 936-352-4000
  - **Email**: jsun@dq.com

**Job Title and Duties**

- **Title**: Cashier
  - **Duties**: Take orders and ring up customers
  - **Reason For Leaving**: New opportunities

Be sure to explain here if you don’t have any work experience. Do not leave this blank.
Application: Criminal History - Step 6 of 8

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.

Application: Demographic Info - Step 7 of 8

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.
Application: References – Step 8 of 8

References are among the most important parts of the application. This section is where we 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.

Important Note: Your references only have to be requested, not fully completed and sent back, for you to submit your application to an AmeriCorps NCCC program listing.

“Who should I ask to be my reference?”

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

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

Dear Hillary Thomas:

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. John Franklin 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***
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. And remember, your references do not have to be completed for you to move forward in submitting your application. It may take some time for your references to complete their requests and send them back. Don't wait to submit your application to a program listing!

• 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. Just a reminder to type your motivational statement in a separate document, then copy and paste it into the text box shown here when you are ready. This will ensure your work is not lost.
• 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.
PART 3 | Submit Your Application

The final and most important act 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.

Follow these steps to submit the application to the program:

1. Click "Search Listings" and navigate to your preferred program listing. Alternatively, you can use this link to view all open listings for AmeriCorps NCCC.
2. 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
3. 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
4. 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 option buttons
   • Click Submit
5. You will receive an email confirmation that your application has been submitted.
6. Within 1-2 weeks you will receive a packet in the mail and via email with next steps and additional information.

CLICK HERE TO SUBMIT YOUR APPLICATION

If you require assistance at any point throughout this process, please call 1-800-942-2677 or send a message to the AmeriCorps hotline by going to: https://questions.americorps.gov/app/ask_mac/