# 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**

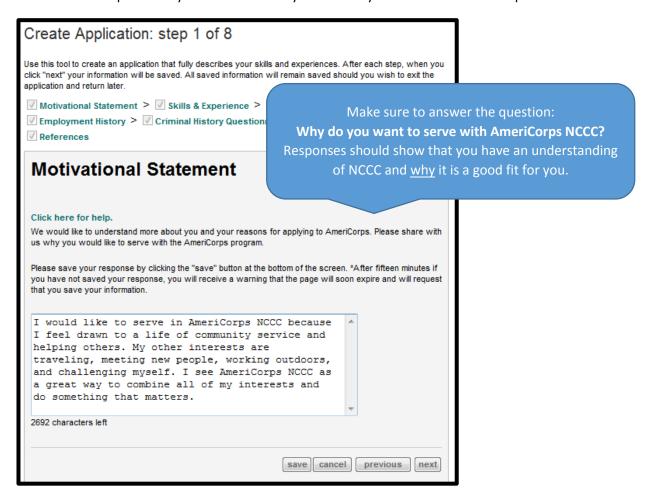
When completing an AmeriCorps NCCC or NCCC-FEMA Corps Application, completeness and insightful answers are the key to success. This guide will provide examples and walk you through the information you should include (and omit) to properly complete an application.

### Creating the Application

All AmeriCorps applicants, including NCCC Team Leader applicants, will complete the below online application, available here: <a href="https://my.americorps.gov/mp/login.do">https://my.americorps.gov/mp/login.do</a>.

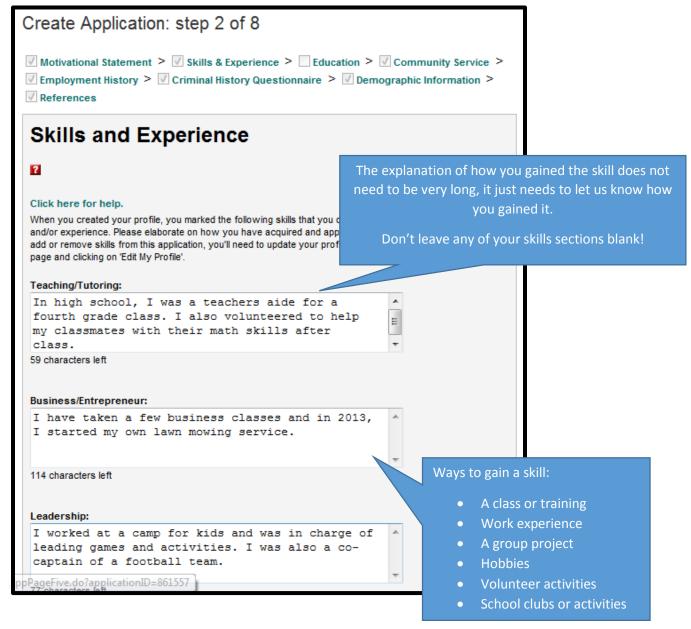
#### Step 1: Motivational Statement

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.



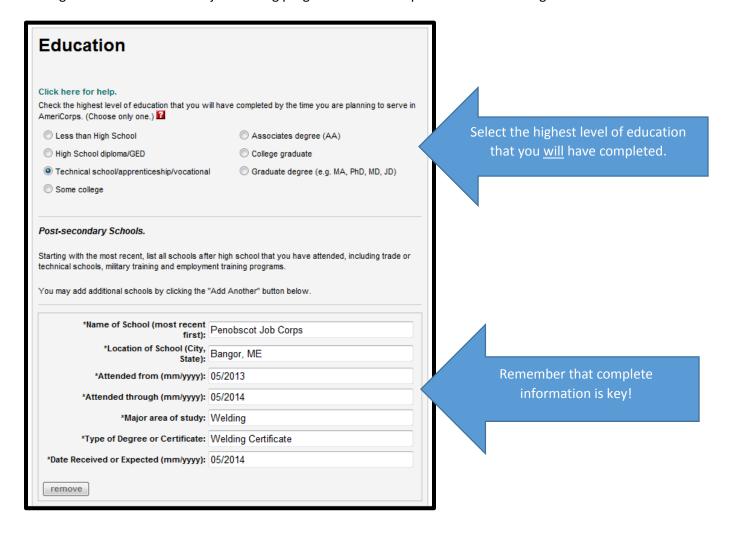
## Step 2: Skills and Experience

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.



#### Step 3: Education

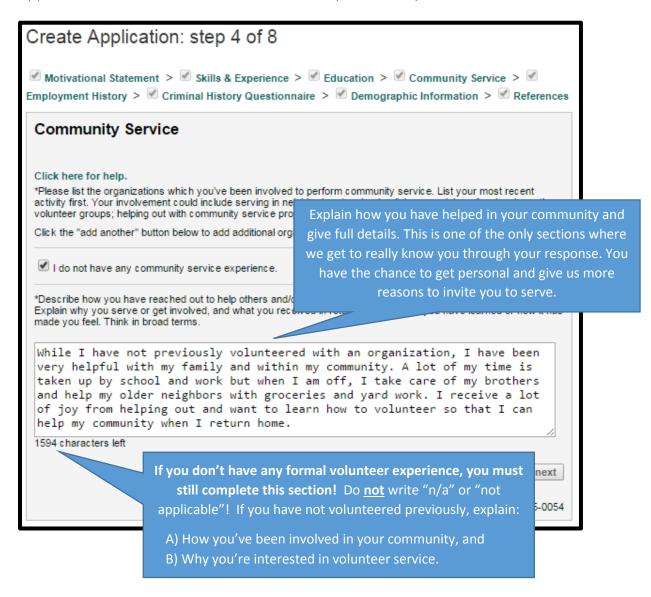
This section is where you will put the highest level of education that you will have completed by the time you start your service term with AmeriCorps NCCC. If you will have only graduated high school, your highest level will be "High School Diploma/GED." If you will have taken some college classes but 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.



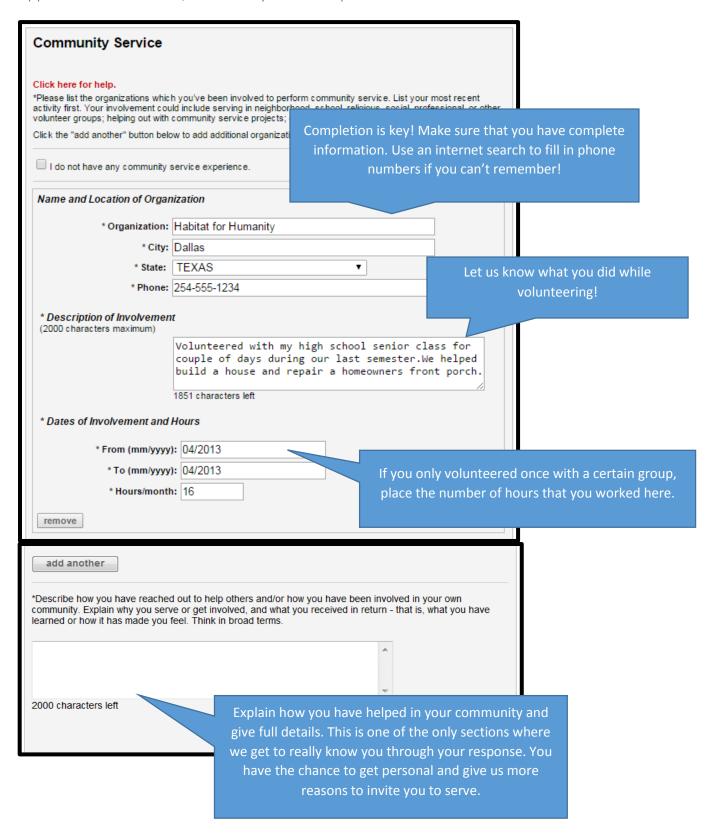
#### Step 4: Community Service

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:

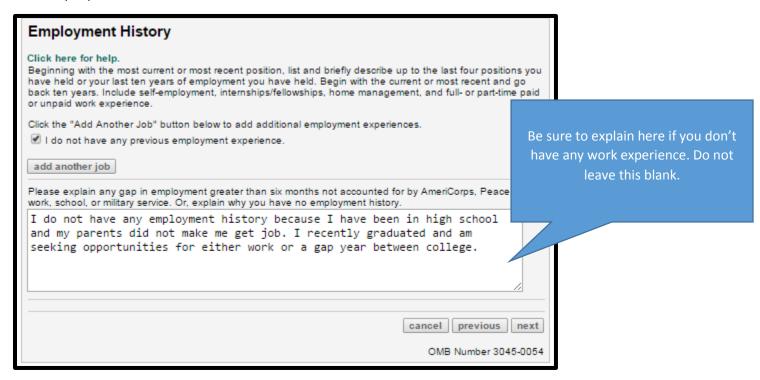


#### Applicant has volunteer/community service experience:

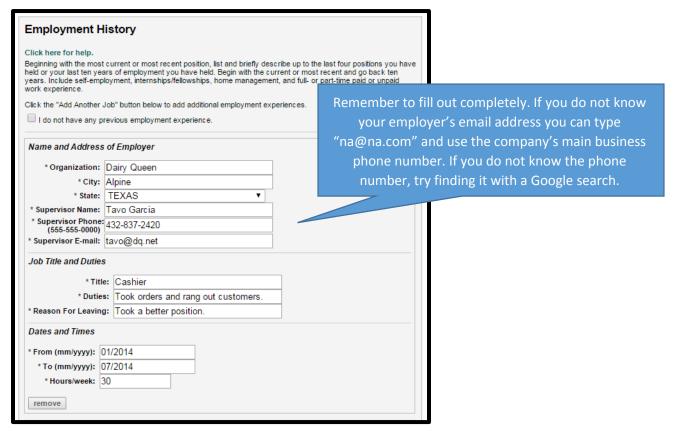


## Step 5: Employment information

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:

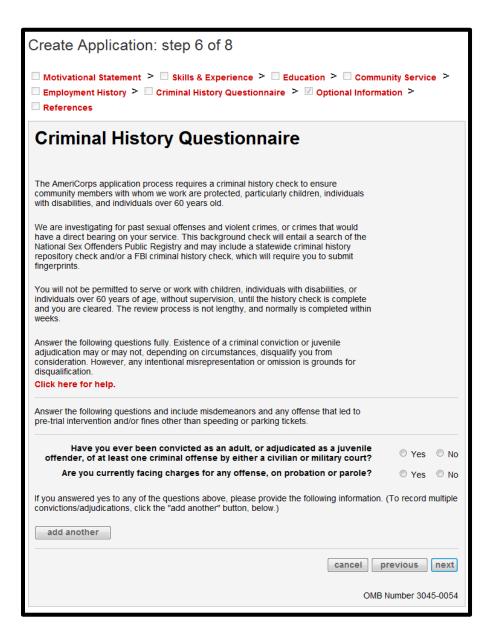


If you have had at least one job, this is the section for that information. Please list all jobs that you have held and provide complete details.



#### 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.



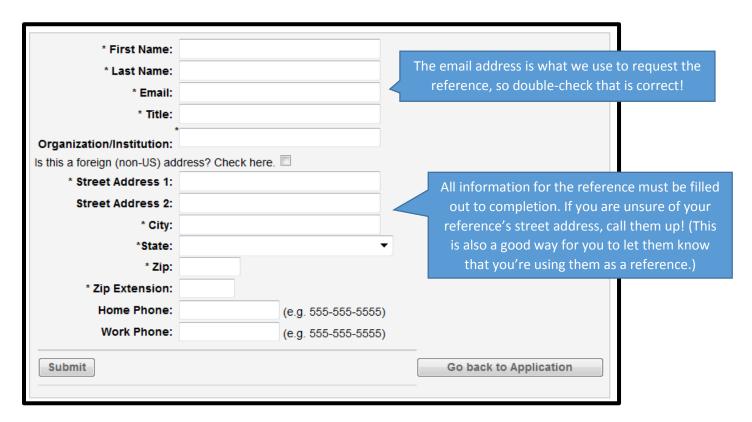
## Step 7: Demographic Information

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

		This information	is <b>confidential</b> ,	
Demographic Information		and will not be used for making		
		decisions about e		
		will serve with Am		
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 used for data analysis to assist us in ensuring we serve all Americans equally. The information not be used in any way to determine or affect any federal benefit. Your responses are required to be enrolled as an AmeriCorps member, but will be kept confidential.			iericorps Neec.	
Click here for help.  * How did you hear about this program? (Check all that apply)				
Article (online, newspaper, or magazine)	Advertisement in a newspape	er/magazine		
Guidance counselor/teacher	Parent/Relative			
Current or Former AmeriCorps Member	✓ Friend			
▼ TV Commercial	Radio Commercial			
AmeriCorps recruiter/representative	Received information in the n	nail		
AmeriCorps program poster	Recruitment brochure			
AmeriCorps online recruitment system	College Resource Fair			
Job search Web page	State Service Commission			
Facebook ad or on Facebook in general	☐ Twitter			
Other social media platform. Please specify:				
Other. Please specify:				
outer. I rease speary.				
* 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,  Kasan Malaysia, Bakistan the Philipping Islands, Theiland, and Vistory				
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				
Guiei				
cancel previous next				
OMB Number 3045-0054				

#### 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.



"Who should I ask to be my reference?"			
<u>Yes</u>	<u>No</u>		
<ul> <li>Work Supervisor</li> <li>Pastor</li> <li>Coach</li> <li>Counselor</li> <li>Teacher/Professor</li> <li>Volunteer Supervisor</li> <li>Mentor</li> <li>Your direct supervisor in a professional setting</li> </ul>	<ul> <li>Mom/Dad</li> <li>Sister/Brother</li> <li>Aunt/Uncle</li> <li>Roommate</li> <li>Friend/Best Friend</li> <li>Co-worker</li> <li>Boyfriend/Girlfriend</li> <li>Anyone who knows you in a personal setting</li> </ul>		

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.

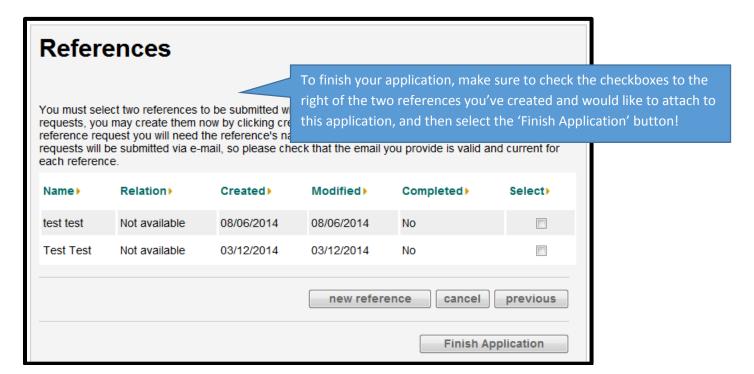
APPLICANTFIRSTNAME APPLICANTLASTNAME is applying to be an AmeriCorps member. The applicant indicated that you would be able to evaluate his or her qualifications and provide us with a candid recommendation.

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\*\*\*



## 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
  - o 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

Click Here To Apply!