

PART 3: 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 my.americorps.gov. From this screen, you'll be able to create a new application, add references, and search for AmeriCorps listings.

Click on the "Applications" link (*circled in yellow below*) to create your application. Then, on the next screen, click the "Create Application" button.

AmeriCorps Contact My AmeriCorps | Login
FONT SIZE: Default | Large

My AmeriCorps Welcome, User A

Applications
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Welcome to the My AmeriCorps website for applicants, candidates, members, and alumni. This site presents information that will help you before, during and after your service. Please be sure that all of your contact information is up-to-date.

My Information

Name: User A Date of Birth: 05/03/1999
Preferred Name:
Applicant ID: 1846657 Username:
SSN: *****5623 E-mail:
Veteran/Active Duty/Military Family Status:
I am not in the military, a veteran or a family member of someone in the U.S. Armed Forces

Current Mailing Address: Permanent Address:
1007 York St 1007 York St
Denver, CO 80206 - 3014 Denver, CO 80206 - 3014
Preferred Phone: 888-777-6666 Preferred Phone: 888-777-6666
Other Phone: Other Phone:
Preferred Method of Communication: E-mail

Change Password
View My Profile
Edit My Profile
Edit Security Questions

Applications

Name	Created	Last Modified	Status
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[Click here to create 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: questions.americorps.gov/app/ask

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 serve with AmeriCorps along with personal details and/or examples from your life that show us you are ready to serve.

Create Application: step 1 of 8

Use this tool to create an application that fully describes your skills and experiences. After each step, when you click "next" your information will be saved. All saved information will remain saved should you wish to exit the application and return later.

Motivational Statement > Skills & Experience > Education > Community Service > Employment History > Criminal History Questionnaire > Demographic Information > References

Motivational Statement

[Click here for help.](#)

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.

Please save your response by clicking the "save" button at the bottom of the screen. If you do not save your response within 30 minutes if you have not saved your response, you will receive a warning that the session will expire and will request that you save your information.

3000 characters left

Make sure to answer the question: *Why do you want to serve with AmeriCorps?* Your response should show that you have an understanding of the opportunity you're applying to and why it is a good fit for you.



Check out the requirements for the AmeriCorps opportunity you're planning on applying to for more information on the minimum education, skills, and experience needed. If you have questions about your eligibility, reach out to the point of contact in your listing of choice, or head to americorps.gov/serve for more information. Most AmeriCorps opportunities are entry level, so demonstrating your genuine interest in strengthening communities through service will be key.

**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 the skills you had gained through your past experience (see page 11 of this guide). In this section elaborate on those skills and let us know how you gained them. If you selected a skill by accident during the creation of your profile, you can go back to your applicant home page and click "edit my profile" to adjust which skills appear in this section.

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 did not have through previous training and/or experience. Please elaborate on how you have gained each of those skills. If you need to add or remove skills from this application, edit your profile by going back to your applicant home page and clicking on "Edit My Profile".

Conflict Resolution:

200 characters left

Counseling:

200 characters left

Medicine:

The explanation of how you gained these skills does not need to be very long, it just needs to let us know how you gained it.

Don't leave any of the skills fields blank.

Ways to gain a skill:

- A class or training
- Work experience
- A group project
- Hobbies
- Volunteer activities
- School clubs or activities

Application: Education - Step 3 of 8


In this section, list the highest level of education that you will have completed by the time you start your service term with AmeriCorps. If you will have 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 requested. The same goes with vocational and job training programs like Job Corps or a technical college.

Create Application: step 3 of 8

✓ Motivational Statement > ✓ Skills & Experience > **Education** > Community Service > Employment History > Criminal History Questionnaire > ✓ Demographic Information > References

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):	<input type="text"/>
*Location of School (City, State):	<input type="text"/>
*Attended from (mm/yyyy):	<input type="text"/>
*Attended through (mm/yyyy):	<input type="text"/>
*Major area of study:	<input type="text"/>

Select the highest level of education that you will have completed.

Remember that complete information is key.

Application: Community Service - Step 4 of 8

In the community service section 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 what you hope to gain by serving with AmeriCorps.

The example screen below is an applicant who 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, school, religious, social, professional, or other volunteer groups; helping out with community service projects; or participating in less formal activities.

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 how you have been involved in your own community. Explain why you serve or get involved, and what you receive from it. What 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

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:

- How you've been involved in your community, **and**
- Why you're interested in service.

Example screen below is an applicant who has volunteer/community service experience:

Create Application: step 4 of 8

✓ Motivational Statement > ✓ Skills & Experience > Education > ✓ Community Service > Employment History > Criminal History Questionnaire > 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, school, religious, social, professional, or other volunteer groups; helping out with community service projects; or participating in less formal activities.

Click the "add another" button below to add additional organizations

I do not have any community service experience.

Name and Location of Organization

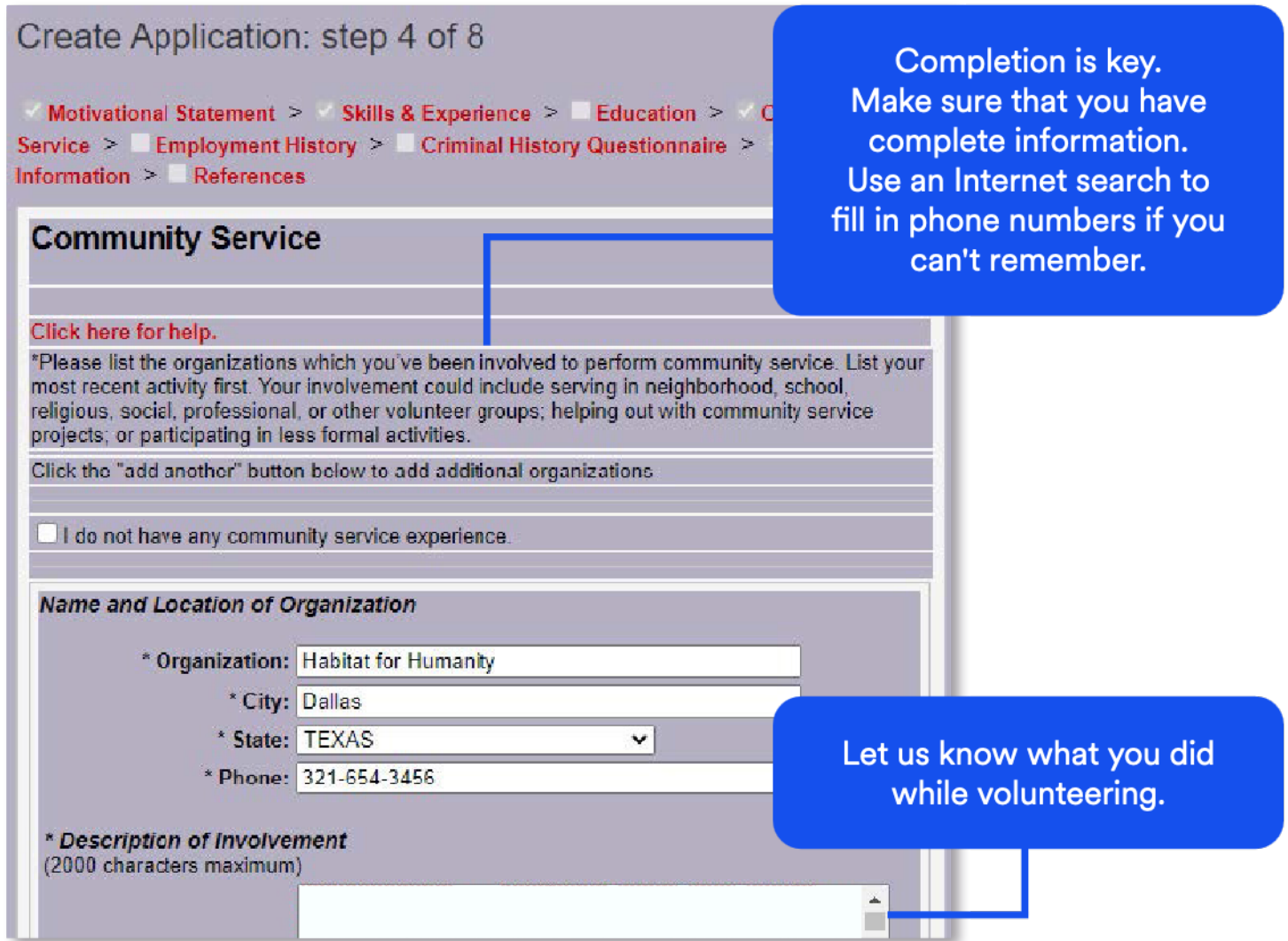
* Organization:

* City:

* State:

* Phone:

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

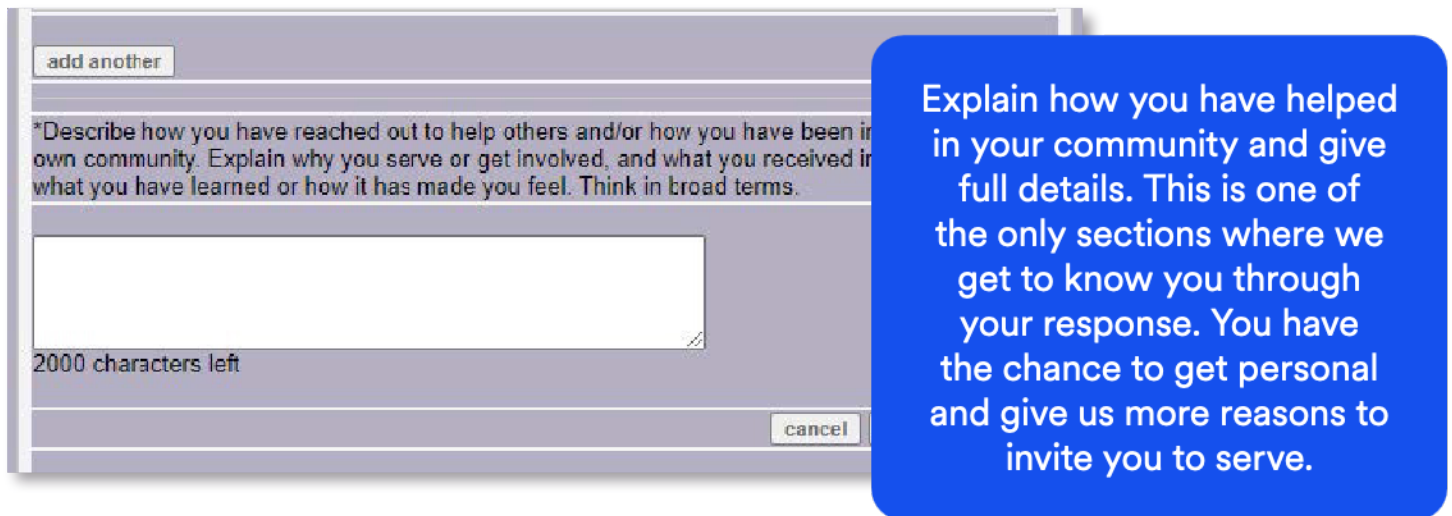


Completion is key. Make sure that you have complete information. Use an Internet search to fill in phone numbers if you can't remember.

Let us know what you did while volunteering.

*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. What have you 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 know you through your response. You have the chance to get personal and give us more reasons to invite you to serve.

Application: Employment Info - Step 5 of 8

If you have not yet had a paid 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 AmeriCorp, Peace Corps, 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 a job. I recently graduated and am seeking opportunities for either work or a gap year between college. |

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 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: James Conrad
* Supervisor Phone: 444-222-1111 (555-555-0000)
* Supervisor E-mail: jconrad1@dq.com

Job Title and Duties

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

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 an Internet search.

Application: Criminal History - Step 6 of 8

Read all of the instructions and answer the questions honestly. Having a record does not automatically prevent you from serving with AmeriCorps. Each applicant is considered individually by program staff, 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 > ✓ Demographic 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? | <input type="radio"/> Yes <input type="radio"/> No |
| * Are you currently facing charges for any offense, on probation or parole? | <input type="radio"/> Yes <input type="radio"/> 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.)

Application: Demographic Info - Step 7 of 8

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

Demographic Information

The following two questions are optional and will not affect whether you are accepted into AmeriCorps or any benefits that you may receive. Your answers may be used to assess who applies to AmeriCorps, and whether the applicant pool is reflective of the demographics of the US population.

[Click here for help.](#)

I prefer not to provide my demographic information.

* 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**

* 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 checked="" type="checkbox"/> Current or Former AmeriCorps Member	<input checked="" type="checkbox"/> Friend
<input 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 checked="" 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:



AmeriCorps is committed to recruiting and retaining diverse members who reflect the communities in which we serve. This information is confidential, and is not used to make decisions about eligibility.

Application: References - Step 8 of 8

You'll need to add two (2) professional references to complete your application. References are among the most important parts of the application. References should NOT come from personal sources like family members, peers, classmates, co-workers, or friends; instead, references should include work supervisors, teachers, counselors, coaches, faith leaders, or others familiar with your motivation and community involvement.

* First Name:
* Last Name:
* Email:
* Title:
*
Organization/Institution:
Is this a foreign (non-US) address? Check here:
* Street Address 1:
Street Address 2:
* City:
* State:
* Zip:
* Zip Extension:
Home Phone: (e.g. 555-555-5555)
Work Phone: (e.g. 555-555-5555)

The email address is what we use to request the reference, so double check that is correct.

All information for the reference must be filled out completely. If you are unsure of your reference's street address, call them up.

This is also a good way for you to let them know that you're using them as a reference.



Important Note:

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

"Who should I ask to be my reference?"

Yes

- Work Supervisor
- Pastor
- Coach
- Counselor
- Teacher/Professor
- Volunteer Supervisor
- Mentor
- Your direct supervisor in a professional setting

No

- Parent
- Sibling
- Extended family member
- Roommate
- Friend/Best Friend
- Co-worker
- Romantic partner
- Anyone who knows you in a personal setting

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

Finishing Your Application

References


You must select two references to be submitted with this application. If you have not created two reference requests, you may create them now by clicking create reference. Please note, in order to complete a reference request you will need the reference's name, e-mail, and address. Further, all 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 ▶
John Smith	Not available	04/19/2022	04/19/2022	No	<input checked="" type="checkbox"/>
TEST TEST	Not available	09/22/2021	09/22/2021	No	<input checked="" type="checkbox"/>

[new reference](#) [cancel](#) [previous](#)

[Finish Application](#)

To finish your application, make sure to check the checkboxes to the right of the references you've created and would like to attach to this application, and then select the "Finish Application" button. You'll then be prompted by the system to submit your application to an open listing.

Contact My AmeriCorps | Site Help | Logout
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Name ▶	Created ▶	Last Modified ▶	Status ▶	
Application 1	05/22/2020 07:36 AM	05/22/2020 07:36 AM	Incomplete	edit print
Application 2	01/05/2021 04:55 PM	05/06/2022 09:08 AM	Complete	edit print

[back](#) [create application](#)

To confirm that your application is complete, navigate back to your applicant homepage and click "Applications" on the left side of your screen. The application(s) you have created will appear here as either "complete" or "incomplete." You must have a complete application in the portal in order to apply to AmeriCorps opportunities.