



AmeriCorps Online Application Guide

Overview

In order to apply to an AmeriCorps position at the Housing Action Illinois AmeriCorps Project, you must submit an application to one of our listings online at my.Americorps.gov.

All applications must have appropriate spelling, grammar, and capitalization, and must also accurately reflect your experiences and skills in order to move forward in the application process. Incomplete applications will not be considered for AmeriCorps Service.

Please note that there is no spelling or grammar check in the online application system. We strongly encourage applicants to compose their application using Word to ensure that spelling and grammar are correct and to avoid loss of information due to system time-outs.

This is a step by step guide providing more information about applying for AmeriCorps service online. Only applicants who apply through our online system will be considered for service. (To jump to a different section of this document, click on the title in the index below.)

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Registering on the AmeriCorps Website

To begin an application, first [create an online account](#) on the AmeriCorps website.

Fill out all of your basic information on the first step of **Create Profile**.

The AmeriCorps website asks you to provide your first name, last name, social security number, date of birth, and email address.

Check to ensure that your name, date of birth, and email address are all entered correctly into the form because you will not be able to change this information later. All names and locations must be properly spelled and capitalized.

Create Profile: Step 1 of 4

If you are considering becoming an AmeriCorps member, it is important that you learn about the rules of service. Click the Rules of Service button and a separate web page will open with this information.

[Rules of Service](#) (Opens a new window)

[Click here for help.](#)

Please use the following fields to create a profile. Enter your name exactly as it appears on your government-issued identification. Also, you must have a valid e-mail address. An asterisk (*) denotes a required field.

Prefix:

Preferred Name:

* First Name:

Middle Name/Initial:

* Last Name:

Suffix:

* SSN: ? eg. 123456789

* Date of Birth: ? (mm/dd/yyyy)

* E-mail Address: ?

* Re-enter E-mail Address:



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During the next three steps of the process, you will create an online AmeriCorps profile. Fill in your residency (city of birth, state of birth, country of birth, and gender), mailing address, and permanent address information (not pictured below).

Additionally, you need to include your availability for beginning AmeriCorps service.

Make sure all of this information is accurate, as this helps determine relocation reimbursement for eligible candidates. Members relocating more than 50 miles away from their home of record (or permanent address) to their service site are eligible for a relocation allowance (if approved).

Resident Card, INS Form I-551; (ii) an Alien Registration Receipt Card, INS Form I-551, (iii) a passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or (iv) a Departure Record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence. NOTE: A student visa does not confer eligibility to enroll in an AmeriCorps program.

* City of Birth:

* State of Birth:

* Country of Birth:

* Gender:

* Earliest Availability Date: (mm/dd/yyyy)

* Last Availability Date: (mm/dd/yyyy)

Available indefinitely:

* Are you moving within the next six months? yes no

Current Mailing Address:
[Is this a foreign \(non-US\) address? Click here.](#)

* Street address 1:

Street address 2:

* City:

* State:

* Zip code: -

* Preferred Phone:

Is this an international phone number? [Click here.](#)

Other Phone:

Is this an international phone number? [Click here.](#)

*Preferred method of communication: E-mail Phone



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Next, fill out the Skills and Experience section. Indicate your highest level of education attained, whether or not you are a veteran of the US Armed Forces, and indicate whether or not you speak any other languages. You will have the option to include the languages you speak and your fluency in those languages.

Additionally, you must check off the skill areas that most reflect your skill set and experiences. You can check off as many as you like, and make sure that these skills reflect the skills in your resume. You will be able to provide examples for these skills in the Skills & Experience section of the AmeriCorps online application.

Finally, you have the option to write in any additional information that you feel will help in evaluating your application. This information will appear on the first page of your AmeriCorps application.

Skills and Experience

* Highest level of education attained:

Are you a veteran of the U.S Armed Forces? Yes No

* Is English your primary language? yes no

* Do you speak any other languages? yes no

Language: Fluency:

Language: Fluency:

* Do you have a valid government-issued driver's license? yes no

Listed below are skill areas that some programs find useful and may seek in AmeriCorps applicants. Indicate the skill areas in which you have had training or experience, including volunteer or community service experience. Please note that when you create an application, you will need to elaborate on each of the skills you have selected. This is not an exhaustive list of skills. If you have additional skills, please enter the skill in the 'other' field below.

<input type="checkbox"/> Architectural Planning	<input type="checkbox"/> Business/Entrepreneur	<input checked="" type="checkbox"/> Communications
<input type="checkbox"/> Community Organization	<input checked="" type="checkbox"/> Computers/Technology	<input type="checkbox"/> Conflict Resolution
<input type="checkbox"/> Counseling	<input type="checkbox"/> Education	<input type="checkbox"/> Fine Arts/Crafts
<input type="checkbox"/> First Aid	<input type="checkbox"/> Fundraising/Grant Writing	<input type="checkbox"/> Law
<input checked="" type="checkbox"/> Leadership	<input type="checkbox"/> Medicine	<input checked="" type="checkbox"/> Public Health
<input type="checkbox"/> Public Speaking	<input type="checkbox"/> Recruitment	<input type="checkbox"/> Teaching/Tutoring
<input type="checkbox"/> Trade/Construction	<input checked="" type="checkbox"/> Writing/Editing	<input checked="" type="checkbox"/> Youth Development
<input type="checkbox"/> Environment	<input type="checkbox"/> Non-Profit Management	<input type="checkbox"/> Social Services
<input type="checkbox"/> Urban Planning	<input type="checkbox"/> Disaster Services	<input type="checkbox"/> Veterans
<input type="checkbox"/> Team Work		

Other:

In the space provided below, please provide any additional interest, skill, experience, or additional information that may be helpful in evaluating your application.



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Creating an Application

After you register on the AmeriCorps website, you will see the following screen—the Application home page. To create an application, click on **Applications** in the left hand navigation bar.

The screenshot shows the 'My AmeriCorps' profile page. On the left, a navigation menu includes: Member Home, Applications (highlighted with a pink arrow), References, Submissions, Search Listings, My Favorites, and Contact My AmeriCorps. The main content area displays a welcome message, the AmeriCorps logo with the slogan 'Your World. Your Chance To Make It Better.', and a 'My Information' section. This section contains fields for Name, Preferred Name, Applicant ID, SSN, Date of Birth, Username, E-mail, SSN Status (Previously Served), Citizenship Status (Previously Served), U.S. Veteran status, Current Mailing Address, Permanent Address, Preferred Phone, Other Phone, and Preferred Method of Communication. At the bottom right of the information section are links for 'Change Password', 'View My Profile', and 'Edit My Profile'. Below the information section is an 'Applications' section.

Next, click on the **Create Application** button. (Note: you can return to this page if you need to edit your application at any time.)

The screenshot shows the 'Applications' page. The left navigation menu is the same as in the previous screenshot, with 'Applications' now selected. The main content area features a 'Click here for help.' link and a table of application records. The table has columns for Name, Created, Last Modified, and Status. Below the table are 'back' and 'create application' buttons.

Name	Created	Last Modified	Status
Application 1	02/04/2011 04:52 PM	04/11/2011 06:42 PM	Complete
Application 2	04/11/2011 06:49 PM	04/12/2011 09:15 PM	Complete



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Motivational Statement

The first section of the application is the Motivational Statement. You must write a thoughtful paragraph explaining why you are motivated to serve in a national service program. We encourage applicants to provide specific examples and reasons for applying to AmeriCorps. Try to use examples from your personal or professional life that show that you are motivated to serve. Think of the motivational statement as a “mini essay.” Don’t be afraid to use personal examples in this statement!

Before moving forward in the application, check your motivational statement to ensure that it accurately reflects why you are applying for AmeriCorps national service.

Be sure to save your response! Please note that the online application system does not have a built-in spell check or grammar check feature.

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. *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.

of what I was learning about in class, and helped me understand that action (through service) is a positive way to change issues in a given community, whether the issue be poverty, health care, or scholastic. I feel that AmeriCorps is the perfect opportunity for me to give back to my own community, as well as work to build a better United States for everyone who lives here.

933 characters left

OMB Number 3045-0054



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Skills and Experience

Explain each of the skills that you selected while creating your profile. If you feel you have left something out, you can go back and add or delete skills by saving your application and going back to your profile (click **Edit**).

Provide brief examples for each of your skills. Additionally, include all relevant work experience (including titles, dates, supervisor name, and explanation of duties).

Ensure that all skills and experience included reflects the information in your resume.

You can also include any relevant certifications along with their expiration date.

Skills and Experience

 [Click here for help.](#)

When you created your profile, you marked the following skills that you developed through previous training and/or experience. Please elaborate on how you have acquired and applied each of those skills. If you need to add or remove skills from this application, you'll need to update your profile by going back to your applicant home page and clicking on 'Edit My Profile'.

Leadership:

200 characters left

Youth Development:

200 characters left



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Education

Enter all information for completed degrees and certificates

First, check off the highest level of education that you will have completed during the time you plan to serve as an AmeriCorps member.

Provide accurate dates of attendance at your schools, as well as the dates for receiving your diploma. Include information for any and all associates, bachelors, or masters degrees earned.

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.)

<input type="radio"/> Less than high school completed	<input type="radio"/> High school graduate	<input type="radio"/> GED
<input type="radio"/> Technical school/apprenticeship/vocational	<input type="radio"/> Some college	<input type="radio"/> Associates degree (AA)
<input checked="" type="radio"/> College graduate	<input type="radio"/> Some graduate study	<input type="radio"/> Graduate degree
<input type="radio"/> Professional degree (medical, law)		

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"/>

You will have the option to add more schools by following the directions on the online application.



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Community Service

First, you must list any and all volunteer activities that you've been involved with. Include the name, location, and phone number of the organization. Additionally, you must provide a brief description of your involvement with that organization. Include how long you have volunteered with this particular organization and how many hours per month you volunteered with them. You can add as many organizations as you want.

We are looking for applicants with volunteer experience, so it is important for you to accurately describe your volunteer activities.

Remember to use proper spelling and grammar when describing your involvement in community service.

I do not have any community service experience.

Name and Location of Organization

* Organization:

* City:

* State: MASSACHUSETTS

* Phone:

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

2000 characters left

*** Dates of Involvement and Hours**

* From (mm/yyyy):

* To (mm/yyyy):

* Hours/month:



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Finally, you must write a thoughtful paragraph about why you volunteer. Use the prompt on the AmeriCorps application to guide your response. Provide examples from your volunteer experiences or from your life to strengthen the paragraph.

Because AmeriCorps is a national volunteer service program, providing a detailed, thoughtful response about why you volunteer is extremely important for your candidacy. Think of this response as another “mini essay.” Don’t be afraid to use personal examples in this statement!

Remember to use complete sentences and correct grammar and spelling while writing your volunteer response. Again, there is no spelling or grammar check so you may opt to compose your statement in Word or another program before entering it in the application.

*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

[cancel](#) [previous](#) [next](#)



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Employment History

Starting with your most recent employment, list and describe your employment history. This can include fellowships, internships, part-time or full-time paid work, or self-employment.

Type in the name of the organization, location, and supervisor contact information.

Provide your job title, a brief description of duties, and a reason for leaving (if possible). You must also provide the length of employment as well as the time commitment of employment (hours per week).

Try to make your employment history reflect your resume as closely as possible so that the AmeriCorps application accurately reflects your skills and experience.

You can add other jobs as well.

Name and Address of Employer

* Organization:

* City:

* State:

* Supervisor Name:

* Supervisor Phone:
(555-555-0000)

* Supervisor E-mail:

Job Title and Duties

* Title:

* Duties:

* Reason For Leaving:

Dates and Times

* From (mm/yyyy):

* To (mm/yyyy):

* Hours/week:



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Criminal History

Next, you must complete the criminal history questionnaire. All AmeriCorps members must complete a background check before beginning service, and the questionnaire is the first step in that process. Select the answers that apply to you, and then move on to the next step in the application process.

Please be honest and forthright with the information you provide. Any misinformation you provide will automatically disqualify you for service as an AmeriCorps member.

Please note that a criminal history alone does not disqualify an applicant from AmeriCorps service—the only crimes that disqualify applicants from service are sex offenses or murder. Other crimes can be accompanied by an explanation.

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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References

In order to move forward in the application process, you need two references completed online in the AmeriCorps portal.

Family members, friends, and coworkers are not appropriate references. In order to be approved for service, references must come from a job supervisor, professor, volunteer supervisor, or mentor.

We recommend that you contact each of your references in advance to ensure that they will be able to complete the online form for you.

On the references tab of the application, you can see each reference that you have created in the system, and whether or not that reference has completed the online application form. You can also choose different references to submit. To create a reference, click on the **New Reference** button.

Create Application: step 8 of 8

[Click here for help.](#)

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

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 ▶
[REDACTED]	Job Supervisor	06/16/2011	06/16/2011	Yes	<input checked="" type="checkbox"/>
[REDACTED]	Student Employment Administrator	04/11/2011	04/14/2011	Yes	<input checked="" type="checkbox"/>
[REDACTED]	Not available	01/02/2013	01/02/2013	No	<input checked="" type="checkbox"/>

You will then see the **Create New Reference** request form.



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Fill out the name and contact information for your reference, including email, title, address, and phone number.

Once you click **Submit**, the AmeriCorps website will automatically email your reference with a copy of the online reference form.

You will return to the online application and will have the opportunity to enter a second reference by following the same process.

A screenshot of a web form for entering reference information. The form is set against a light gray background and contains the following fields and elements:

- * First Name:
- * Last Name:
- * Email:
- * Title:
- * Organization/Institution:
- Is this a foreign (non-US) address? [Click 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)

At the bottom of the form, there are two buttons: "Submit" on the left and "Go back to Application" on the right.

After entering your reference information, select the two references that you want to use for this application. Click **Finish Application**.



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Applying for a Listing

After you complete your application, you can now submit the application to one of our listings. To find a listing, click **Search Listings** on the left hand navigation bar, or visit:

<https://my.americorps.gov/mp/listing/publicRequestSearch.do>

For program type, select **AmeriCorps VISTA**. For the state, select **Illinois** from the drop down menu. In the Program Name field, type the name of the position you want apply to. You can see all of our available positions at our website: <https://housingactionil.org/what-we-do/ameriCorps>.

Quick Search
To search for programs by type and/or location, or to find a specific program name, please use the fields below.

Program Type : AmeriCorps VISTA ?

State : ILLINOIS

Program Name : Housing Action Illinois

Include programs not currently accepting applications?

Click on the listing, review the position description, and then click the red **Apply Now** button at the bottom of the page.

<p>Service Areas : Community and Economic Development , Community Outreach , Health , Hunger , Homelessness , Housing .</p> <p>Skills : Communications , Community Organization , Computers/Technology , Conflict Resolution , Fund raising/Grant Writing , Leadership , Public Health , Public Speaking , Recruitment , General Skills .</p> <div style="text-align: center; margin-top: 20px;"> </div> <p style="text-align: center; margin-top: 5px;"> Return to Search Results Search Again </p>	<p>Program Locations</p> <p>ALASKA , ARKANSAS , AMERICAN SAMOA , ARIZONA , COLORADO , CONNECTICUT , DISTRICT OF COLUMBIA , DELAWARE , FLORIDA , GEORGIA , GUAM , HAWAII , IOWA , IDAHO , ILLINOIS , KANSAS , KENTUCKY , LOUISIANA , MASSACHUSETTS , MARYLAND , MAINE , MICHIGAN , MISSOURI , MISSISSIPPI , MONTANA , NORTH CAROLINA , NORTH DAKOTA , NEBRASKA</p>
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Select the application that you plan on using, and then fill out the Submit Listing Certification. This will certify that you provided accurate information in your application and that you are over the age of 18.



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Finally, click submit! You have officially applied to a Housing Action Illinois AmeriCorps project position!

Submit Listing

The following application will be used to submit:
[Application 2](#)

Certification

By submitting this application electronically, I certify that all of the statements made in this application are true, correct, and complete, to the best of my knowledge, and are made in good faith. Misinformation or omission of information could result in disqualification or termination as an AmeriCorps member. If I am selected for participation in some AmeriCorps programs, including AmeriCorps NCCC, I may be required to submit to a physical examination, including drug or alcohol testing. Background and security checks may also be conducted by some programs.

PRIVACY ACT NOTICE:
The Privacy Act of 1974 (5 U.S.C. § 552a) requires that the following notice be provided to you: The authority for collecting information from you in this application is contained in 42 U.S.C. 12592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. 4953 of the Domestic Volunteer Service Act of 1973 as amended. you are advised that submission of the information is entirely voluntary, but the requested information is required in order for you to participate in AmeriCorps programs.

The principal purpose for requesting this personal information is to process your application for selection for an AmeriCorps program, and for other general routine purposes associated with your participation in an AmeriCorps program. These routine purposes may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests, to present and former employers, references provided by you in your application, and educational institutions, for the purpose of verifying the information provided by you in your application. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information will not otherwise be disclosed to entities outside of AmeriCorps and the Corporation for National and Community Service without your prior written consent.

I am over the age of 18 and certify that all of the information I have provided is true and correct.

I am under the age of 18 and will send a certification form signed by my parent or legal guardian. (Please use the Print button below to download a printable version of this form. After completing the form, please mail it to the contact address listed in the description of the program to which you are applying.)