AmeriCorps

Completing Your AmeriCorps Application

A step-by-step visual guide for navigating the MyAmeriCorps application portal

*If you need assistance completing your application, please contact **1-800-942-2677**.*

Purpose

When submitting an AmeriCorps application, completeness and insightful answers are the key to success. For those who wish to begin the application process, this four-part guide will guide you through detailed steps. We'll provide you with information you should include (and omit) to successfully complete and submit your AmeriCorps application.

Not Quite Ready to Apply?

If you're still deciding whether AmeriCorps is right for you, head to **americorps.gov/serve** to learn more.

Need Additional Assistance?

If you require assistance at any point throughout this process, please call our dedicated AmeriCorps Hotline Monday-Friday* between 9 a.m.-7 p.m. ET at **1-800-942-2677** or send a message to the AmeriCorps Hotline by going to: **questions.americorps.gov/app/ask**

Please note, the hotline is closed on Fridays during the months of Feb., March, April, Oct., Nov., and Dec.

Search Listings

Before you start the application process, explore opportunities in the MyAmeriCorps portal. Head to the homepage at **my.americorps.gov**, and click the "Search Listings" button *(circled in yellow below).*

A note on browser selection: It is best to use Internet Explorer or Microsoft Edge when navigating through the application portal.

Filter Your Search

If you already know which program you're interested in, use the "Quick Search" section to search by program type, state, or program name. Want to better understand the differences between AmeriCorps programs? Check out our fit finder at: **americorps.gov/serve/fit-finder**

If you'd like to explore more available opportunities, use the "Advanced Search" section to filter by a variety of service elements, including service term (full-time, part-time, or summer), education level, metro area, service areas (such as Disaster Relief, Housing, Public Health, etc.), languages, and skills.

Pro Tip:

Keep the search fields broad at first, then narrow down to ensure you receive a decent number of results.

Explore Your Options

After you click the "Search" button, you'll see the open opportunities that correspond to your interests. Click on each open listing name to view the details.

AmeriCorps

Contact My AmeriCorps | Login
FONT SIZE: Default | Large

Search Results

Following is a listing of opportunities that fit the criteria you entered, including: the name and a brief description of the organization offering the position; the AmeriCorps program - State and National, VISTA or NCCC - that the opportunity is connected with; the dates accepting applications; and the location of the service opportunity.

Links from this page will take you directly to a detailed description of the available position, as well as to an online application form. Remember, though, that to apply for a position, you must first create a profile. But don't worry - if you apply for an opportunity but haven't created a profile yet, you will still be asked to create one as part of the application process.

Click here for help.

✳ Accepting Applications Now

Results 1 Through 5

Your search returned 5 results.

Program Name ▼	Program Type ▶	Accepting Applications ▶	Location ▶
✳ **AAMU Data Specialist and Homeless Educator** Create and update databases for service volunteers, agencies, and service courses. Implement programs on food insecurities and homelessness.	VISTA	03/01/2022 - 07/11/2022	AL
✳ **AAMU Funding Specialist/Opiod Abuse Educator** Work to increase funding by researching and applying for grants and other funding opportunities. Instrumenting programs on opioid abuse on campus and in the surrounding community.	VISTA	03/01/2022 - 07/11/2022	AL
✳ **AAMU Outreach/Marketing Specialist/Healthy Living Educator** Increase community outreach by using a vas number of communication strategies. Institute community programs on healthy eating and living.	VISTA	03/01/2022 - 07/11/2022	AL
✳ **AAMU Program Specialist/Covid-19 Educator** Increase community engagement by researching, planning, and implementing service programs on campus and in the community.	VISTA	03/01/2022 - 07/11/2022	AL
✳ **AAMU Volunteer Specialist/Healthy Living Educator** Increase community service volunteers by recruiting, assisting in volunteer placement, and training. Administering healthy eating and living programs/activities on and around campus.	VISTA	03/01/2022 - 07/11/2022	AL

Select Your Best Fit

You can review the duties, benefits, requirements, application deadlines, and more within each AmeriCorps listing. It's a great idea to reach out to the point of contact listed in any opportunity that catches your eye so you can express your interest *(circled in yellow below)*.

Note: Not all AmeriCorps programs require applicants to apply through the MyAmeriCorps portal. Be sure to read the instructions in each listing thoroughly and proceed according to that particular organization's requirements.

Pro Tip:

Once you've found your best-fit AmeriCorps opportunity, bookmark the listing in your browser so you can easily return to it later. After you've registered *(see section 2 of this guide)*, you'll be able to click the "add to favorites" button *(circled in blue above)* to build your list of favorite opportunities.

Apply to Serve

Get started by navigating to the MyAmeriCorps Portal login screen at **my.americorps.gov** and then click the "Apply to Serve" link *(circled in **yellow** below)*.

Click here to register

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.

AmeriCorps

Create Profile: Step 1 of 4

Before you get started making a profile, learn more about all of the AmeriCorps programs here. | Learn More | (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: [Please Select ▾]

Preferred Name: [   ]

* First Name: [   ]

Middle Name/Initial: [   ]

* Last Name: [   ]

Suffix: [   ]

* SSN: [   ] [?] eg. 123456789

This page of the form requests your SSN to (a) confirm your citizenship status for eligibility purposes and/or (b) send you a payment that must also be reported to the Internal Revenue Service using your SSN. This request is voluntary, but not providing your SSN may affect your ability to become a Member and/or receive payments. It is requested pursuant to 42 U.S.C. Chapter 129 - National and Community Service, 42 U.S.C. Chapter 66 - Domestic Volunteer Services, and Executive Order 9397, as amended.

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

* E-mail Address: [   ]

* Re-enter E-mail Address: [   ]

Privacy Act Statement: AmeriCorps is required by the Privacy Act of 1974 (5 U.S.C. 552a) to tell you what personal information we collect via this website (e.g. name, contact information, demographics, education and employment history, criminal history, medical information) and how it will be used: Authorities – My AmeriCorps requests your personal information pursuant to 42 U.S.C. Chapter 129 - National and Community Service, 42 U.S.C. Chapter 66 - Domestic Volunteer Services, and Executive Order 9397, as amended. Purposes – It is requested to (1) manage your application, service, and post-service benefits and (2) evaluate how to enhance AmeriCorps. Routine Uses – Routine uses of this information may include disclosure to complete your background check, to process your payments, to manage and oversee your service, and other reasons consistent with why it was collected. Effects of Nondisclosure – This request is voluntary, but not providing the information may limit your ability to become a Member, continue being a Member, or receive Member benefits. Additional Information – The applicable system of records notice is CNCS-04-CPO-MMF-Member Management Files (MMF) available via https://nationalservice.gov/privacy.

| cancel | previous | next |

Your social security number 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.

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*.

AmeriCorps

Create Profile: Step 2 of 4

Click here for help.

An asterisk (*) denotes a required field.

* Citizenship/Residency Status: [dropdown] [?]

*Citizens of the US include persons born in Puerto Rico, Guam, the US Virgin Islands, and the Northern Mariana Islands. Nationals of the US include persons born in American Samoa, including Swains Island.
**Generally, you are a Lawful Permanent Resident Alien of the US if you are a US permanent resident with (i) a Permanent 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.
*** You are an asylee if you have a Form I-94 with asylum granted stamp; form I-766 with Category "A5", "A05", or "A-5"; or an Order of the Immigration Judge granting asylum.

* City of Birth: [field]
State of Birth: [dropdown]
* Country of Birth: United States of America [dropdown]
* Sex: [dropdown]

Please answer all of the following questions. AmeriCorps gathers demographic information to ensure opportunities are provided to serve for people of all conditions. This information will be held confidentially, and will solely be used for data analysis to assist us in ensuring we serve all Americans equally. The information you provide will not be used in any way to determine or affect any federal benefit. Questions with an asterisk are required in order to be enrolled as an AmeriCorps member, and all responses will be kept confidential.

* Earliest Availability Date: [field] [?] (mm/dd/yyyy)
* Last Availability Date: [field] (mm/dd/yyyy)
Available indefinitely: [ ]
* Are you moving within the next six months? ○ yes ○ no

*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 find the last four digits to your zip code, use the USPS zip code lookup tool on USPS.com at **tools.usps.com/zip-code-lookup.htm?byaddress**.

Create Profile - Step 4 of 4

Complete your profile with your educational and military background, skills*, 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 that 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 AmeriCorps Hotline at **1-800-942-2677**.

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.

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 s... minutes if you have not saved your response, you will receive a warning that th... expire and will request that you save your information.

3000 characters left

| save | cancel | previous | next |

> 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 d
previous training and/or experience. Please elaborate on how you have a
each of those skills. If you need to add or remove skills from this applicat
your profile by going back to your applicant home page and clicking on 'E

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

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):
*Location of School (City, State):
*Attended from (mm/yyyy):
*Attended through (mm/yyyy):
*Major area of study:

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:

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: Habitat for Humanity
* City: Dallas
* State: TEXAS
* Phone: 321-654-3456
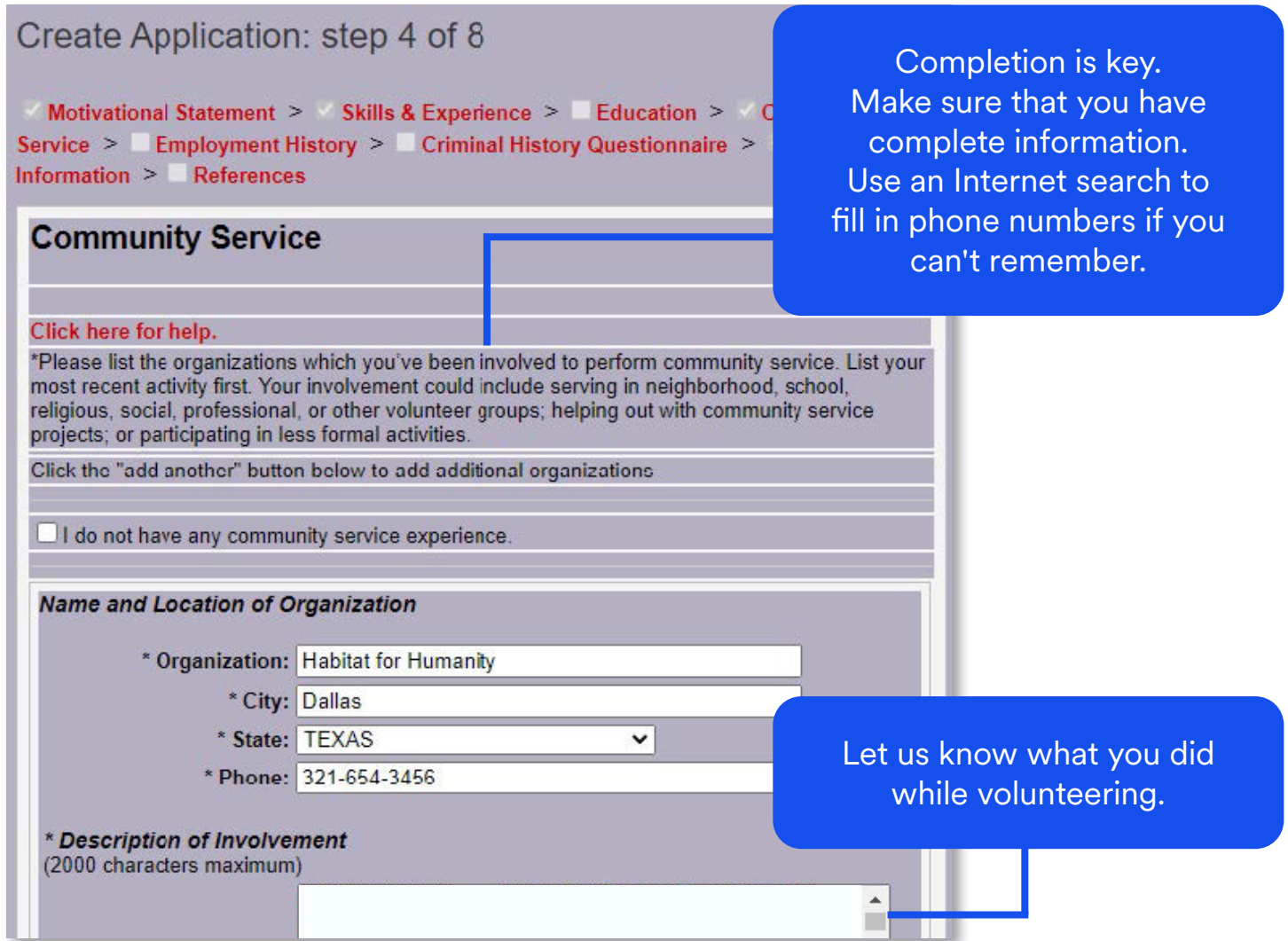
* **Description of Involvement**
(2000 characters maximum)
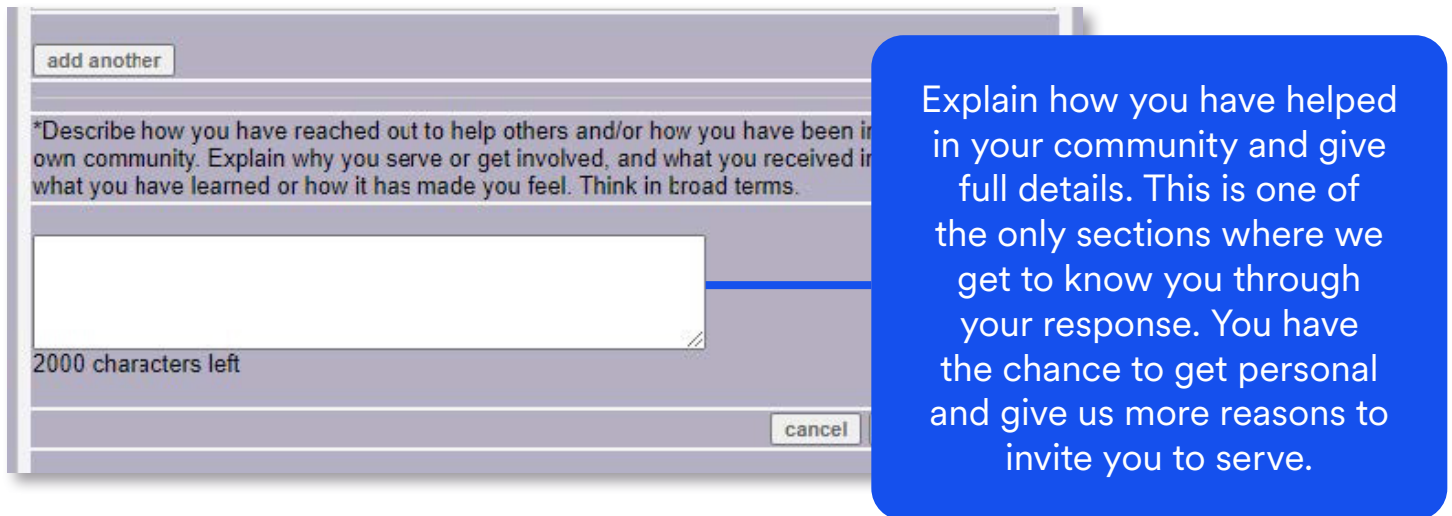
Completion is key. Make sure that you have complete information. Use an Internet search to fill in phone numbers if you can't remember.

Let us know what you did while volunteering.

add another

*Describe how you have reached out to help others and/or how you have been i
own community. Explain why you serve or get involved, and what you received i
what you have learned or how it has made you feel. Think in broad terms.

2000 characters left

cancel

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.

add another job

Please explain any gap in employment greater than six months not accounted for by AmeriCorps, 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: (555-555-0000) 444-222-1111
* 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?	○ 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.)

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)

☐ Article (online, newspaper, or magazine)   ☐ Advertisement in a newspaper/magazine
☐ Guidance counselor/teacher   ☐ Parent/Relative
☑ Current or Former AmeriCorps Member   ☑ Friend
☐ TV Commercial   ☐ Radio Commercial
☐ AmeriCorps recruiter/representative   ☐ Received information in the mail
☐ 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:

[   ]
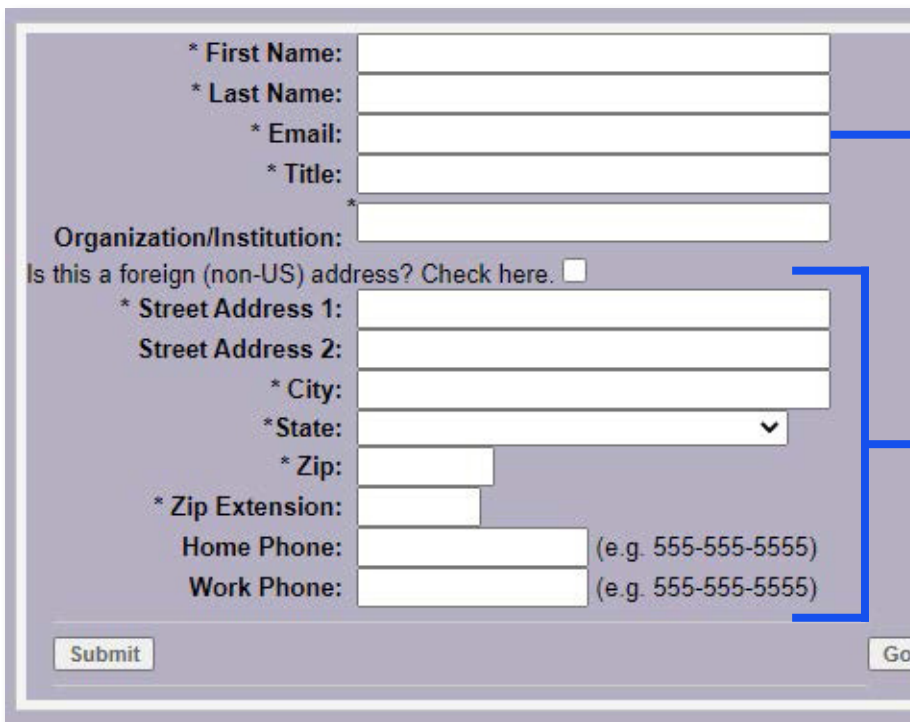
Other. Please specify: [   ]

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)

Submit   Go

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	No
• Work Supervisor • Pastor • Coach • Counselor • Teacher/Professor • Volunteer Supervisor • Mentor • Your direct supervisor in a professional setting	• 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	☑
TEST TEST	Not available	09/22/2021	09/22/2021	No	☑

[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
FONT SIZE: Default | Large

AmeriCorps

⌂ HOME

My AmeriCorps

- ⊞ Member Home
- ⊟ Applications
- ⊞ References
- ⊞ Submissions
- ⊞ Search Listings
- ⊞ My Favorites
- ⊞ Contact My AmeriCorps

Applications

Click here for help.

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.

Important things to remember when filling out the application:

- Do your research so that you're already familiar the AmeriCorps opportunity of your choice. Knowing the programs' basic structure will help you complete the application and know what we're looking for.

- 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 and a clear picture of you as an applicant. As a reminder, type your motivational statement in a separate document, then copy and paste it into the corresponding text box when you are ready. This will ensure your work is not lost.

- References are important and have a big influence on being selected for service. Ensure that both are from professional contacts 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 your request and send them back. Don't wait to submit your application to a program listing.

- 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.

PART 4: **Submit Your Application**

The final and most important step in applying is actually submitting your application to your listing of choice. When you are done with the application you need to submit it to each opportunity that you are interested in.

Follow these steps to submit your application:

1. Click "Search Listings" and navigate to your preferred program listing. Alternatively, you can head to the "My Favorites" section of your profile or use the browser bookmark you created in Part 1: Find Your Fit to locate any opportunities you had flagged for yourself.

2. Click on the program name for your preferred AmeriCorps opportunity.

3. Review the program description and click "Apply Now" at the bottom of the page. If you do not see the "Apply Now" option in the listing, it may be because you do not meet the age requirements to serve with that program, or because you do not have a complete application in the system. See page 24 of this guide for tips on how to tell if your application is complete.
   - 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"

   Note: Some programs may require you to answer additional questions before you can submit your application to their listings. If this is the case, you'll need to respond to those questions in one sitting; you will not be able to save and return. It's a good idea to give yourself plenty of time to complete this final step.

4. You will receive an email confirmation that your application has been submitted.

<div style="text-align:center">

Search listings

</div>

ⓘ You can submit your application to up to 10 AmeriCorps opportunities at once. The MyAmeriCorps portal uses a "common application" model, so you can apply to multiple opportunities if you like.

If you require assistance at any point throughout this process, please call our dedicated AmeriCorps Hotline Monday-Friday* between 9 a.m.-7 p.m. ET at **1-800-942-2677** or send a message to the AmeriCorps Hotline by going to: **questions.americorps.gov/app/ask**

Please note, the hotline is closed on Fridays during the months of Feb., March, April, Oct., Nov., and Dec.