

**Pamela Dugan, State Director**

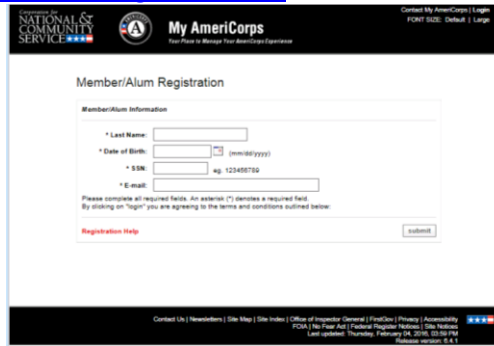
147 Possum Trot Lane, Kearneysville, WV 25430

Phone (304)661-1460 Email: [pdugan@frontiernet.net](mailto:pdugan@frontiernet.net), [www.fivepromises.wv.gov](http://www.fivepromises.wv.gov)

**Application Process**

**This document is meant to assist AmeriCorps applicants with the application process.**

- 1. Create a Profile.** This is where you will enter basic information about yourself and create a profile on <https://my.americorps.gov/mp/member/registration.do>



- 2. Answer Questions:** Last Name: Date of Birth: Social Security Number: Email:
- 3. Applicant:** will create a profile by completing a registration and hit "Submit".
- 4. Applicant:** Once you created your profile, you'll receive an email message that will ask you to validate your profile. Be sure to follow the instructions in this message within 72 hours, or your profile will be cancelled. Next, complete your registration, using the information (SSN, Last Name, etc.) you entered. There may be a delay of up to one hour before the system processes your registration. If you receive a message that reads: *There is no record in the system matching your information. Please check the information you entered and try again or contact the My AmeriCorps hotline by calling 1-800-942-2677.*
- 5. Applicant:** Before you get started gather the following information: See page 4 below
  - ✓ Your full legal name
  - ✓ A valid email address. You will need to receive a message from AmeriCorps to continue, so double check this before you proceed.
  - ✓ Your Social Security number
  - ✓ Your date and location of birth your citizenship/residency status
  - ✓ Your expected dates of availability
  - ✓ Your mailing and permanent addresses
  - ✓ A valid phone number
  - ✓ Your Zip+4 postal code. Look it up here.
  - ✓ Your military/veteran's status
  - ✓ Any interests, skills, experience.
- 6. Applicant:** Complete the AmeriCorps Application Worksheet below in word, so you can copy and paste your answers into your application. (Page 4 below)
- 7. Applicant:** Once you have logged into your profile, click Applications in the navigation bar, click Create Application. Have ready: motivational statement, description of your skills and experience, educational history, community service history, employment history, criminal history, and references. *(It is highly suggested if you are a slow typist or long thinker that you type your responses first in Word. As the system will time you out if you break to long.)*
- 8. Applicant:** Once the application is complete, the references must be completed. Click the "References" section to the left, please complete the information and *please check the boxes related to the **two** references* you want to be viewed. Remember your reference **CANNOT** be your potential AmeriCorps Site Supervisor where you want to serve or a family member AND as professional courtesy, also to speed up the process, contact your reference in advance to let them know you are using them. Encourage them to complete the online reference form immediately. Applicant-double check your email and references email please, it is VERY important emails are correct. Once the References are submitted the applicant will need to select "Service Listing" on the left. Program Type: VISTA



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**Program Name: West Virginia's Promise-The Alliance for Youth.** For Summer Associate candidates **Program Name: West Virginia's Promise-The Alliance for Youth SUMMER 20--**. Once the program has been found at the bottom of its page if the application is complete there will be an "Apply Now" ...click it! An automatic email will be sent to Project Director Sponsor-Pam Dugan stating you have submitted your application. Project Director Sponsor reviews, saves and emails the application electronically to the site supervisor, when two references have completed their section.

9. **Site Supervisor:** Reviews, interviews applicant, emails Project Director Sponsor Pam Dugan stating recommendation of the applicant.
10. **Applicant:** Citizenship documentation is required, see below page 3. This is completed online.
11. **Sponsor:** is required to complete online sponsor evaluation form for that applicant and recommend the applicant online. WV Corporation for National and Community Service (CNCS) reviews application online. CNCS accepts (as long as there are resources available) and offers the position to the applicant or declines the applicant for the project.
12. **Applicant:** must go back online to accept the offer!
13. **Applicant: BEFORE your PSO** go back online to your portal where you applied and complete the following: (remember to hit the "SAVE" button after completing each one of these)
  - ✓ Trainee Registration Profile
  - ✓ End of Service Options: \* "Segal AmeriCorps Education Award" or \* "Stipend"
  - ✓ Living Allowance
  - ✓ Direct Deposit
  - ✓ Tax Statements
  - ✓ Unpaid Compensation Information
  - ✓ W2
  - ✓ Service Letters
  - ✓ Travel form (only if you are relocating & or attending PSO Classis Trainees)

**For Questions during the application process:**

Call the VISTA Hotline: 1-800-942-2677

**PSO (Pre-Service Orientation) Information:**

- **2018 Yearlong VISTA opportunities:** There are two types of PSO's, Classic & Blend.
  1. Classic (old style-candidate travels to training for 4 days, Candidates who do not have the necessary skills or resources to succeed in an online learning environment will attend the PSO Classic.)
  2. Virtual (the candidate training consist of 5 weeks, at Site, no travel necessary, which allows more frequent start dates)Pre-Service Period:
    - 🔍 My AmeriCorps Portal
    - 🔍 Fingerprinting
    - 🔍 4 X Online TutorialsReport to Site:
    - 🔍 Day 1: Live Webinar
    - 🔍 Week 1-4: On Site Orientation & Training, Coursework
- **Applicant:** will also need to complete the Terms, Conditions and Benefits online training at [www.VISTAcampus.org](http://www.VISTAcampus.org). You will need to establish an account; a user name and password. Once you have completed the Terms, Condition and Benefits (please allow 90 minutes to complete) Please send an email stating you have completed TCB, if there is a certificate please print and take a copy to PSO.



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**Applicant:**

**Citizenship Documents**

*The eligibility requirements are more stringent for the education award.*

*To qualify for an education award, an individual must be a U.S. citizen, a U.S. national or a lawful permanent resident alien.*

*To qualify for a post service cash stipend, an individual need only be a legal resident of a state.*

Any member that re-enrolls will need to submit documentation that meets the new requirements. The Site will send an email confirming that they reviewed the required documentation for the re-enrollee and send the confirmation to the VMSU.

**Lists of Acceptable Documents**

**Required Documentation for a U.S. Citizen of U. S. National (education award eligible)**

- **Birth Certificate** showing that the individual was born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands, OR (*A U.S. birth certificate alone fully meets the requirements to serve in AmeriCorps SA SA SA VISTA and to receive an education award.*) OR,
- US Passport- (*a passport is issued only to U.S. citizens; it may be accepted as proof of U.S. citizenship even after its expiration date. In addition, accepting a U.S. passport is consistent with AmeriCorps State and National policy.*) OR
- A report of birth abroad of a U.S. Citizen (FS-240) issued by the State Department, OR
- A certificate of birth-foreign service (FS 545) issued by the State Department, OR
- A certification of report of birth (DS-1350) issued by the State Department, OR
- A certificate of naturalization (Form N-550 or N-570) issued by the Immigration and Naturalization Service, OR
- A certificate of citizenship (Form N-560 or N-561) issued by the Immigration and Naturalization Service.

**Required Documentation for a Lawful Permanent Resident Alien (education award-eligible)**

- The following are acceptable forms of certifying status as a lawful permanent resident alien of the United States:
- Permanent Resident Card, INS Form I-551 ("Green Card"); OR
- Alien Registration Receipt Card, INS Form I-551, OR
- A passport indicating that the Immigration and Naturalization Service has approved it as temporary evidence of lawful admission for permanent residence. OR,
- A Departure Record (INS Form I-94) indicating that the Immigration and Naturalization Service has

**Required Documentation for Persons Legally Residing in a State (cash stipend-eligible)**

An individual who does not provide documentation of eligibility for the education award as stated above may still demonstrate eligibility to serve in AmeriCorps SA VISTA by providing proof of legal residency in a state. Previously this was satisfied by providing a copy of a Government issued photo ID (e.g, drivers license) and a social security card. On the effective date of this procedure change, an individual must provide government-issued photo identification and an immigration document demonstrating legal residency in a state. Examples include refugee status, asylum status, and temporary protected status. Consult with the State Office to ensure appropriate documentation for such individuals.



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**AmeriCorps Application Worksheet** (Type this in Word first!)

[www.my.americorps.gov/mp/login.do](http://www.my.americorps.gov/mp/login.do)

Email: \_\_\_\_\_

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

**Motivational Statement**

-Help us understand who you are & your reasons for applying to AmeriCorps (3000 Characters)

**Skills & Experiences**

-Elaborate on the Skills & Experiences you marked while completing your profile. (180 Characters PER Skill!)

-All Current Certificates with Expiration Dates

**Education**

-Education Level

-Post-Secondary Schools (Anything after HS including trade & technical schools, military training, & employment trainings

-Provide following information: School, location, years in attendance, major of study, degree/certification, date received.

**Community Service**

-List by organizations, Provide: Organization's name, city, state, & phone number

-Description of involvement (2000 Characters)

-Dates of Involvement & Hours

-Describe how you have reached out to help others and have gotten involved in your community. (2000 Characters)

**Employment History**

-Provide: Organization, City, State, Supervisors: Name, Phone, & Email

-Job Title & Duties

-Reasons for leaving

-Dates & Times

-Explain a gap in service greater than 6 months OR why you do not have any employment history

**Criminal History**

-Have you ever been convicted?

-Are you currently facing charges?

**Demographic Information**

-How did you hear about us?

-Have you previously served with an AmeriCorps Program?

-Ethnicity

-Racial Origin

**References**

Remember *your reference* **CANNOT** be your potential AmeriCorps Site Supervisor where you want to serve or a family member AND as professional courtesy, also to speed up the process, contact your reference in advance to let them know you are using them. Encourage them to complete the online reference form immediately. Applicant-double check your email and references email please, it is VERY important emails are correct.

-Need 2-3 References

-Provide: Name, email, title, organization/institution, address, zip extension #, phone numbers.