



Pamela Engle, Executive Director

147 Possum Trot Lane, Kearneysville, WV 25430

Phone (304)661-1460 Email: Pamela.J.Mellott@wv.gov , www.fivepromises.wv.gov

Application Process

This document is meant to assist the Host Site Supervisor & AmeriCorps Candidates/candidates with the application process.

Site Supervisor: Complete the Host Site Application, email to Pamela.J.Mellott@wv.gov for approval

Site Supervisor: Once you have been approved, any available candidate applications will be sent to you

Site Supervisor: You must interview Candidates either before they apply online or afterwards

Site Supervisor: It is your **responsibility to market your position, recruit, interview and recommend a candidate**

Site Supervisor-direct all your Candidates/candidates: *all Candidates must create/complete profile at [My AmeriCorps – Create a Profile](#)*

1. **Candidate: Create a Profile.** This is where you will enter basic information about yourself and create a profile on [My AmeriCorps – Create a Profile](#)
2. **Candidate:** Answer All Questions, keep in mind to see the examples provided for SSN and Date of Birth.
3. **Candidate:** Check your email, follow directions, click link in your email.
4. If you have an issue, please contact the National Service Hotline number **1-800-942-2677**.
5. **Candidate: 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. <https://tools.usps.com/go/ZipLookup>
 - ✓ Your military/veteran's status
 - ✓ Your Skills, Experience. You must select a few. Suggested Skills: Youth Development, General Skills, Leadership, Teaching/Tutoring, Communications, Public Speaking, Teamwork
 - ✓ References name, address, phone, correct active valid email address-we recommend that you contact your 2 references to make sure they will complete thier reference on you immediately. **Do not use your potential Host Site Supervisor, Family, Family Friends, Your parents, Guardians, Siblings, etc.** Your reference must be a Professional; Teacher, Instructor, Coach, Clergy, Doctor, Previous Job Supervisor, Volunteer Coordinator, etc.
6. **Candidate:** Once you have logged into your profile, click Applications in the navigation bar, click Create Application. Complete the AmeriCorps Application Worksheet below in word, so you can copy and paste your answers into your application. (page 4 & 5 below) (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.) Have ready: motivational statement, description of your skills-listed above and experience, educational history, community service history, employment history, criminal history, and references.



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7. **Candidate:** 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 or family friend*** References name, address, phone, correct active valid email address are required. **Do not use your potential Host Site Supervisor, Family, Family Friends, Your parents, Guardians, Siblings, etc.** Your **reference must be a Professional**; Teacher, Instructor, Coach, Clergy, Doctor, Previous Job Supervisor, Volunteer Coordinator, etc. 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. Candidate-double check your email and references email please, it is VERY important emails are correct. Once the References are submitted the Candidate will need to select “Service Listing” on the left. Program Type: VISTA Program Name: **West Virginia’s Promise-The Alliance for Youth 2023-2024**. 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 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.
8. Search for our Service Listing: select “Service Listing” on the left.
Program Type: VISTA State: WV **Click Search**
Do NOT insert Program Name, if you are a Yearlong VISTA Candidate look for Program Name: **West Virginia’s Promise-The Alliance for Youth 2023-2024**. For Summer Associate Candidates Program Name: **West Virginia’s Promise-The Alliance for Youth SUMMER 20--**. Once the program has been found (we are usually on the second to the last or last page) 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 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. **Host Site Supervisor:** Reviews, interviews Candidate, emails Project Director Sponsor Pam Dugan stating recommendation of the applicate.
10. **Candidate:** Citizenship documentation is required, see below page 3. This is completed online.
11. **Sponsor:** is required to complete online sponsor evaluation form for that Candidate and recommend the Candidate 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 Candidate or declines the Candidate for the project.
12. **Candidate: must go back online to accept the offer!**
13. **Candidate: BEFORE your VMO** 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



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- ✓ 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

VMO (Virtual Member Orientation) Information:

Virtual (the candidate training consist of 5 weeks, at Site, no travel necessary, which allows more frequent start dates)

- 🔗 My AmeriCorps Portal
- 🔗 Fingerprinting
- 🔗 4 X Online Tutorials

Report to Site:

- 🔗 Day 1: Live Webinar, Oath
- 🔗 Week 1-4: On Site Orientation & Training, Coursework

- **Candidate: Training:** will also need to complete the Terms, Conditions and Benefits online training at 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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AmeriCorps Application Worksheet (Type this in Word first!)

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?



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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 or friend 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. Candidate-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.