



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.

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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

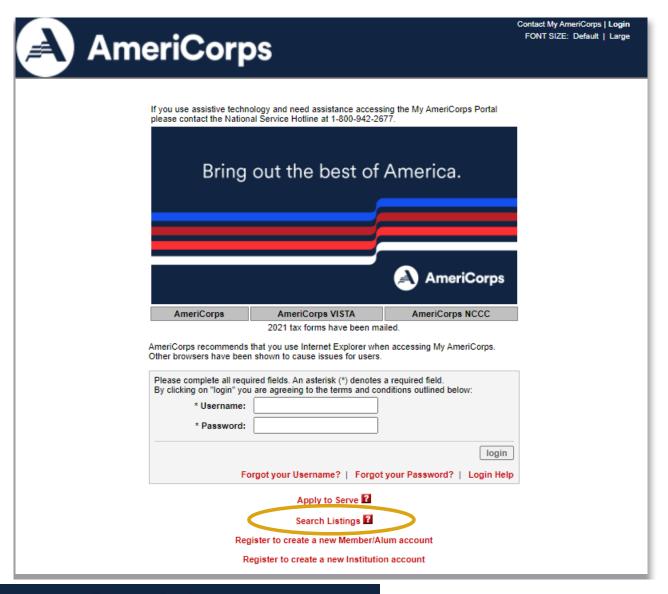
^{*}Please note, the hotline is closed on Fridays during the months of Feb., March, April, Oct., Nov., and Dec.

PART 1: Find Your Fit

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.



Search for "AmeriCorps Upstate" to send your application to us!

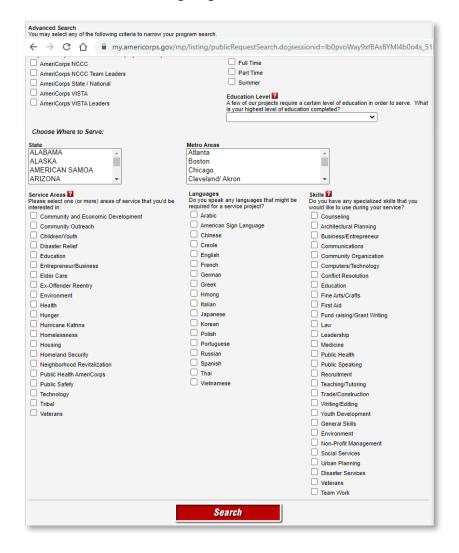
Or use this link:

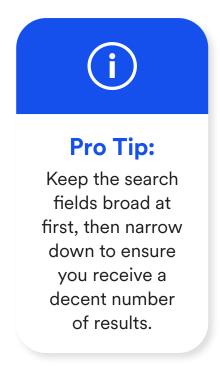
Filter Your Search

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.





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.



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

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

VISTA

03/01/2022 - 07/11/2022

Create and update databases for service volunteers, agencies, and service courses. Implement programs on food insecurities and homelessness

* AAMU Funding Specialist/Opiod Abuse Educator

03/01/2022 - 07/11/2022

ΑI

ΑL

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.

AAMU Outreach/Marketing Specialist/Healthy Living

VISTA

VISTA

03/01/2022 - 07/11/2022

Increase community outreach by using a vas number of communication strategies. Institute community programs on healthy eating and living.

* AAMU Program Specialist/Covid-19 Educator

VISTA

03/01/2022 - 07/11/2022

AL

Increase community engagement by researching, planning, and implementing service programs on campus and in the community.

* AAMU Volunteer Specialist/Healthy Living Educator

03/01/2022 - 07/11/2022

ΔI

Increase community service volunteers by recruiting, assisting in volunteer placement, and training. Administering healthy eating and living programs/activities on and around campus.

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.





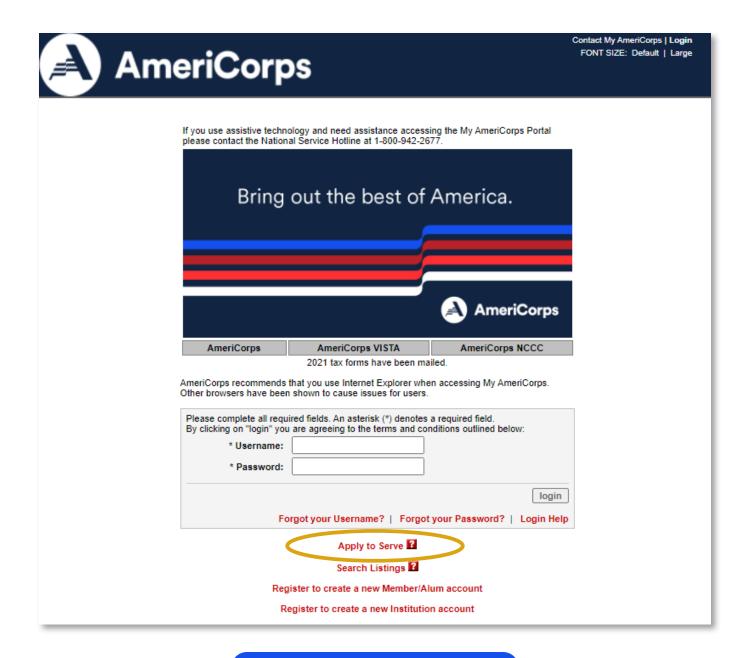
Pro Tip:

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.

PART 2: Register on the MyAmeriCorps Portal

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.

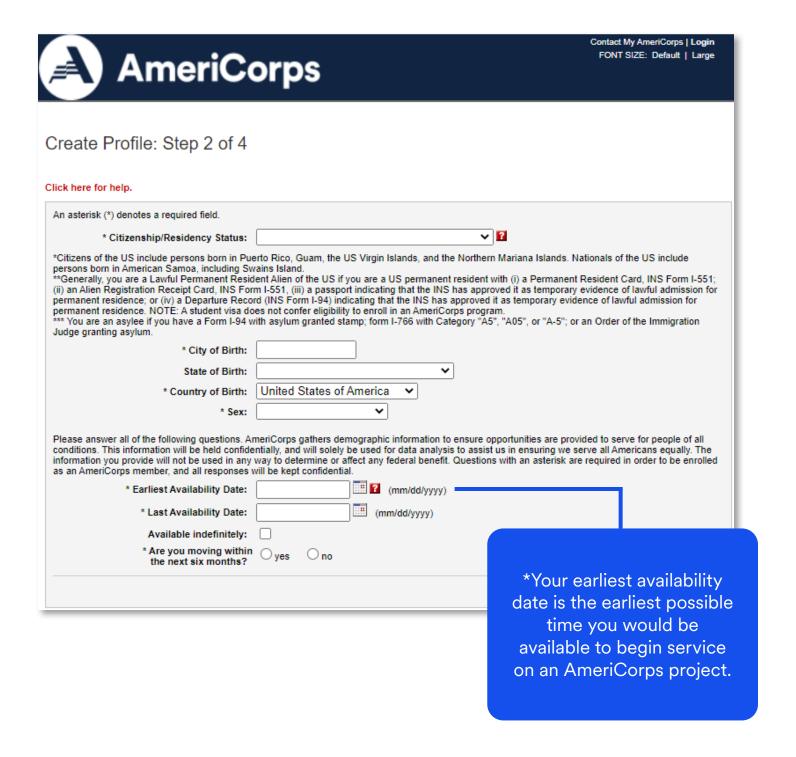
AmeriCo	Contact My AmeriCorps Login FONT SIZE: Default Large			
Create Profile: Step 1 of 4				
Before you get started making a profile, learn more about all of the AmeriCorps programs here. Learn More (Opens a new windown)				
Click here for help.				
valid e-mail address. An asterisk (*) denotes a r Prefix: Preferred Name: * First Name: Middle Name/Initial: * Last Name: Suffix: * SSN: This page of the form requests your SSN to (a) reported to the Internal Revenue Service using	Please Select eg. 123456789 confirm your citizenship status for eligibility purposes and/or (b) send you a payment that must also be 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:	[2 (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			

If the SSA cannot verify your statement in their records, you will be contacted to provide additional documentation.

^{*}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.

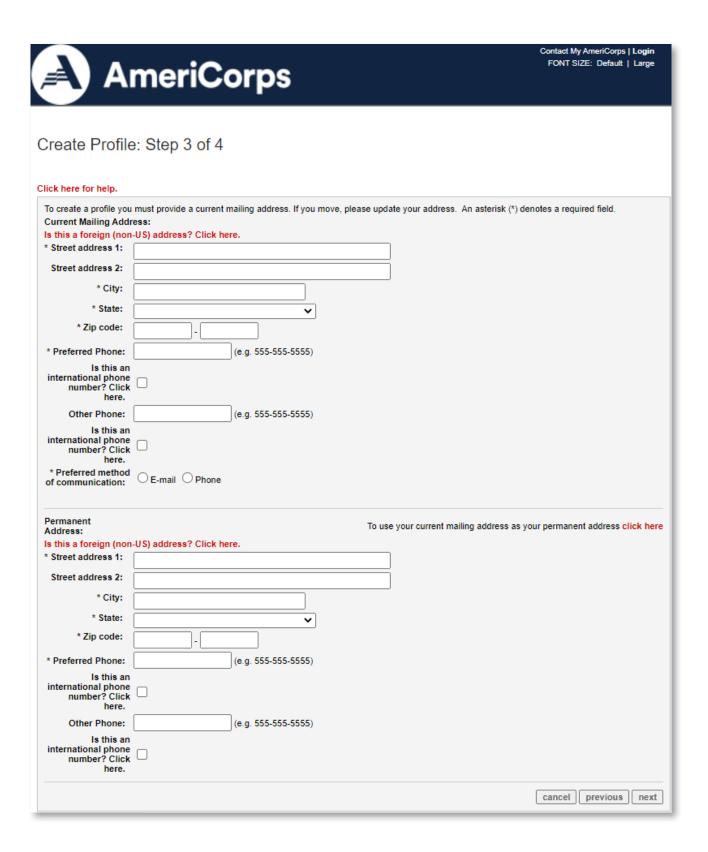
Create Profile - Step 2 of 4

Continue your profile by adding your citizenship/residency status; city, state, and country of birth; and your availability information*.



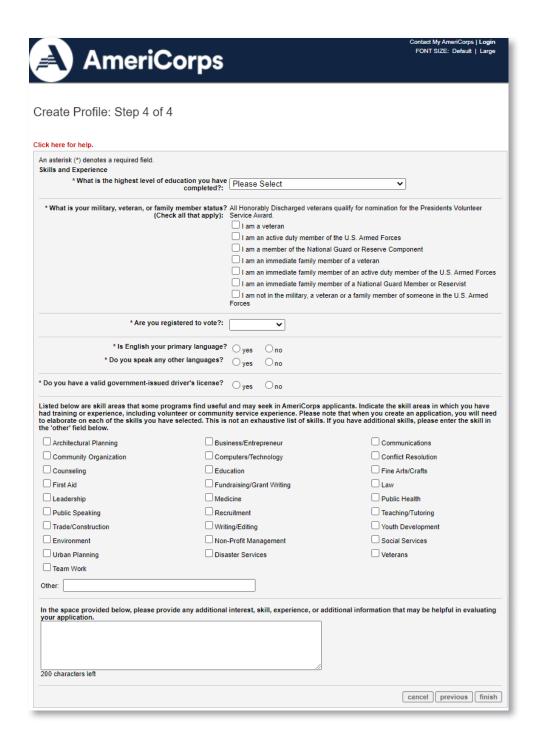
Create Profile - Step 3 of 4

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.

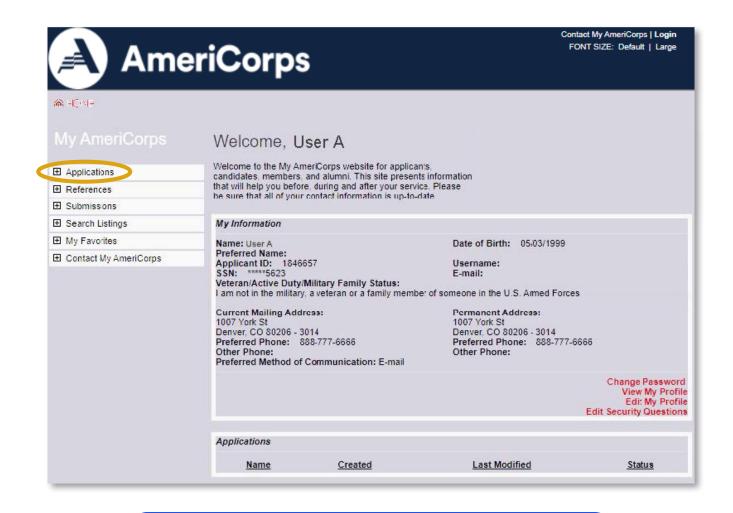
Click the link in that email to navigate to the Complete Your Registration page (as seen below) on the MyAmeriCorps Portal. Fill out this short form to complete the registration. Once you have created your username and password, you must log into your account within 72 hours to ensure access to the system. 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.

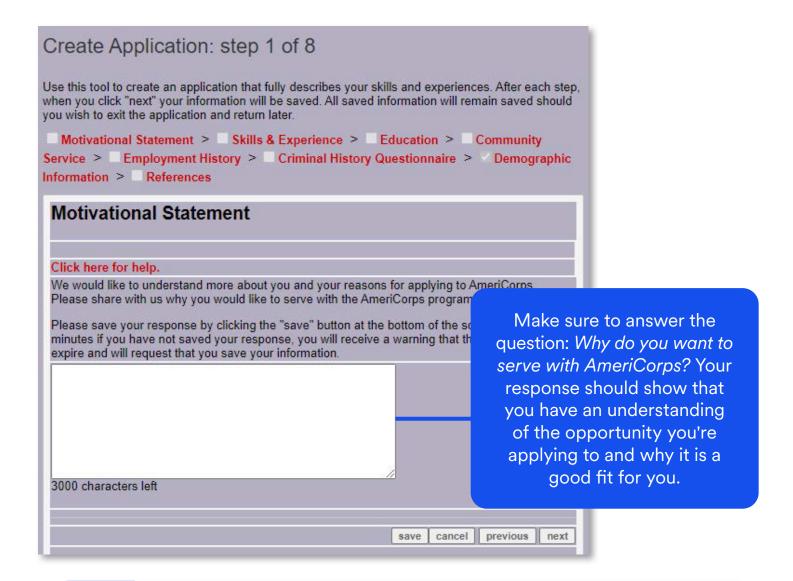


Click here to create your application

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.



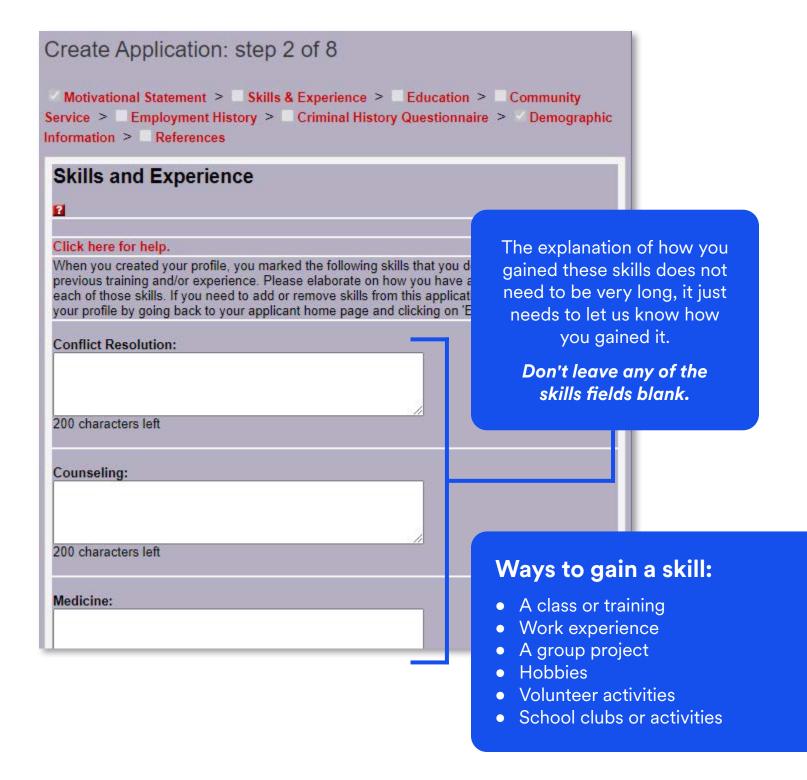


Check out the requirements for the AmeriCorps opportunity you're planning on applying to for more information on the minimum education, skills, and experience needed. If you have questions about your eligibility, reach out to the point of contact in your listing of choice, or head to americorps.gov/serve 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.

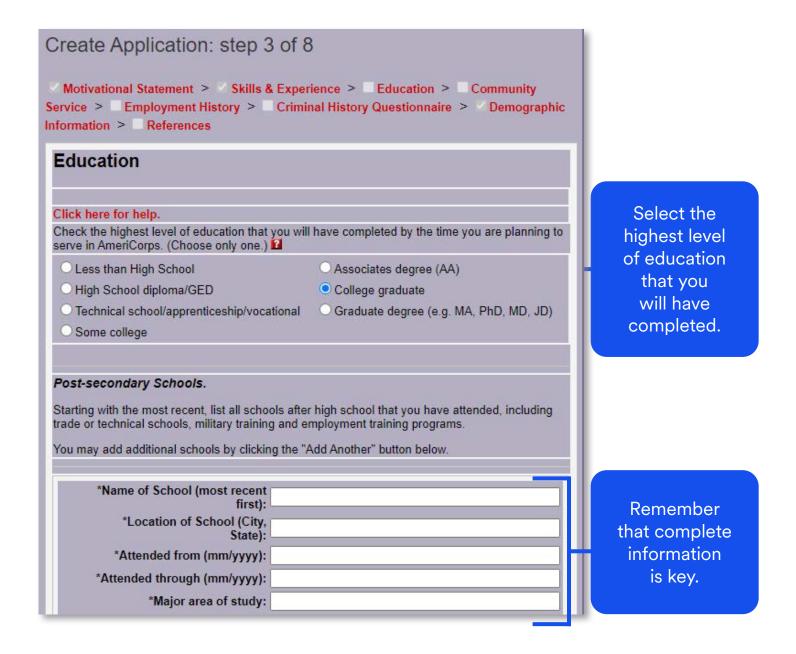
Application: Skills and Experience - Step 2 of 8

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.



Application: Education - Step 3 of 8

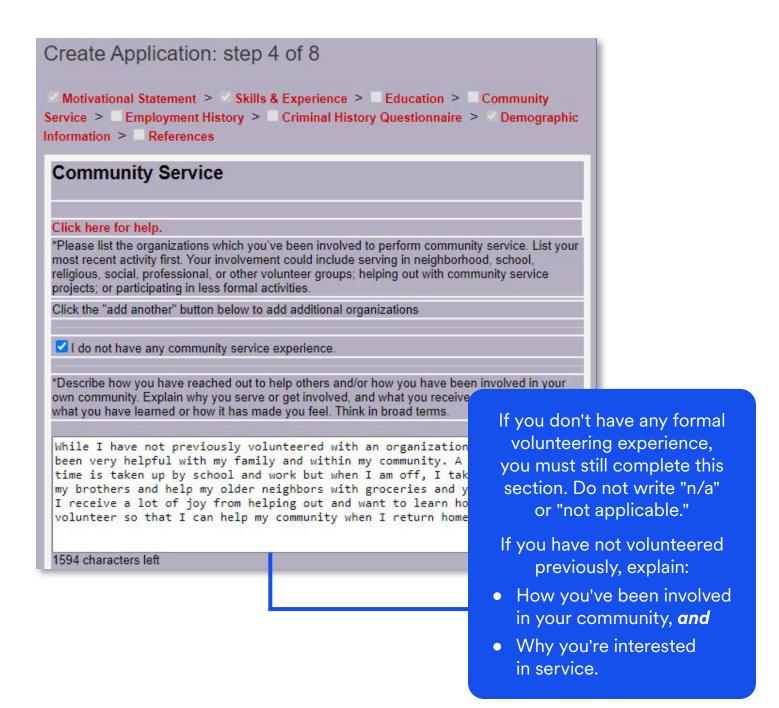
In this section, list the highest level of education that you will have completed by the time you start your service term with AmeriCorps. If you will have graduated high school, your highest level will be "High School Diploma/GED." If you will have taken some college classes but not yet graduated, you 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.



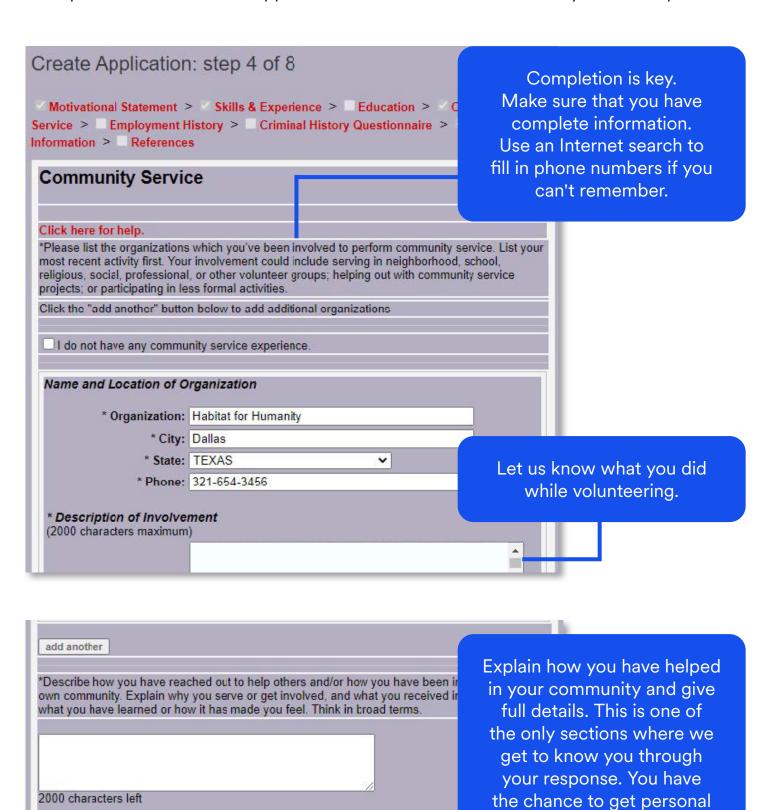
Application: Community Service - Step 4 of 8

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:



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



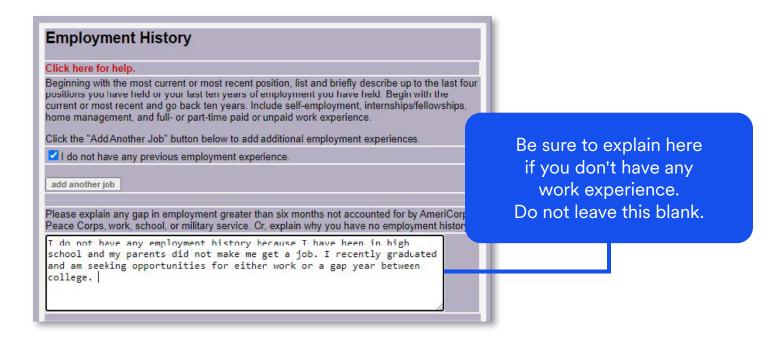
cancel

and give us more reasons to

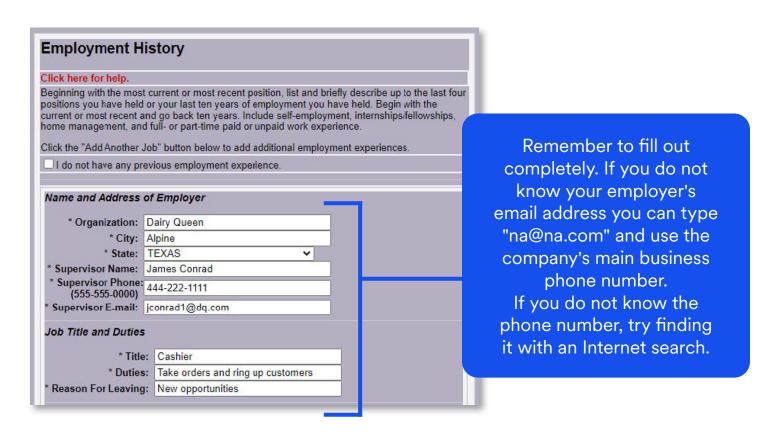
invite you to serve.

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.

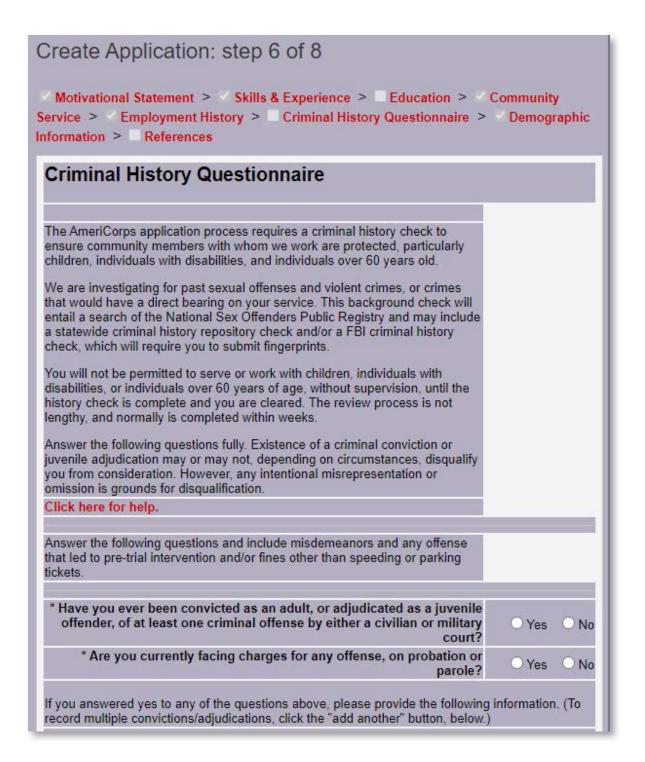


If you have had at least one job, this is the section for that information. Please list all jobs and provide complete details.



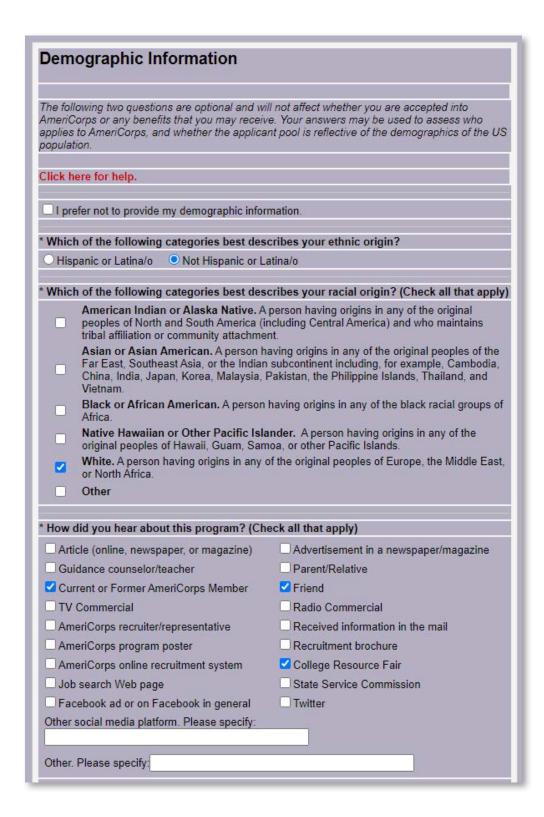
Application: Criminal History - Step 6 of 8

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.



Application: Demographic Info - Step 7 of 8

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

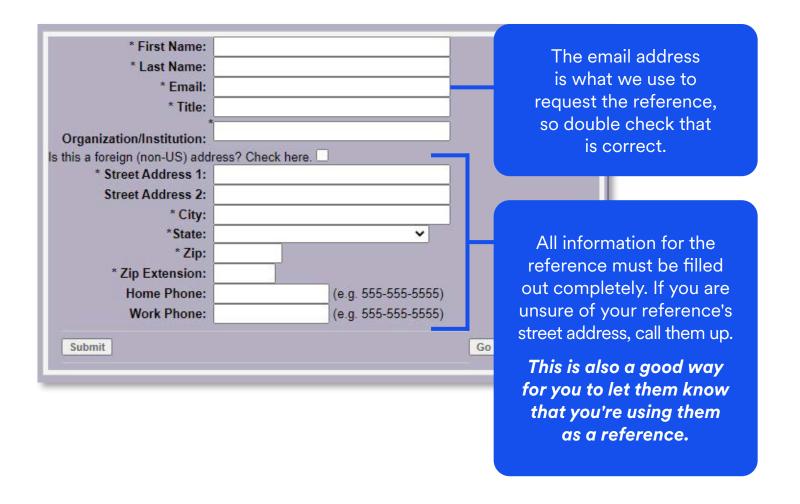




AmeriCorps is committed to recruiting and retaining diverse members who reflect the communities in which we serve. This information is confidential, and is not used to make decisions about eligibility.

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.





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.

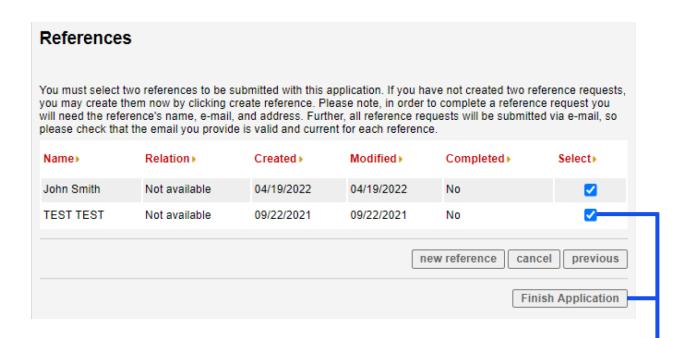
http://my.americorps.gov/...

Thank you for taking the time to fill out the AmeriCorps reference form. Your input is greatly appreciated.

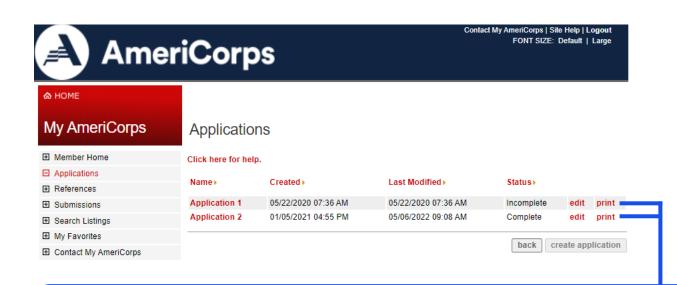
Please do not reply to this message. If you have any questions or need further assistance please call 1-800-942-2677.

PLEASE DO NOT REPLY TO THIS MESSAGE

Finishing Your Application



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.



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.

Search for "AmeriCorps Upstate" to send your application to us!

https://my.americorps.gov/mp/listing/viewListing.do?id=51075

Search all listings



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

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