



**AmeriCorps
Member
Paper Application**

How to Apply to AmeriCorps & VISTA Positions at Solid Ground

Online

To apply to any of Solid Ground's national service teams through the national, online application system, go to: www.americorps.gov. Write and save your AmeriCorps application online, and then search and click to apply to:

- **JustServe AmeriCorps (Listing #3124):** Places Members at local criminal justice system programs, middle and high schools, and community- and faith-based organizations to provide prevention and intervention for youth at risk of violence and incarceration, advocacy for domestic violence victim/survivors, re-entry support to people coming out of incarceration, alternatives to incarceration, and mobilize volunteers of all ages and backgrounds to get involved in local anti-violence, social justice work.
- **MLK VISTA Corps (Listing #4383):** Works with community and public agencies throughout King County on housing development and homelessness, welfare to work, low-income access to technology, and family support issues.
- **Washington Reading Corps (Listing #5006-Seattle and #5007-South King County):** Places Members in elementary schools in Seattle, Kent, Renton, Highline and Tukwila School Districts to recruit and train community volunteers and provide one-on-one and small group tutoring to increase reading skills.

Paper Application

Please note that only JustServe AmeriCorps is accepting paper applications. If you would like to apply to WA Reading Corps, but require assistance completing an online application, you must contact WA Reading Corps staff to schedule an appointment. MLK VISTA applicants must go online to submit their applications.

- 1) Fill out all 7 pages of the paper AmeriCorps application and send it to Solid Ground at:

Mailing address: 1501 N. 45th St., Seattle, WA 98103

Fax: 206-957-2677

Phone: 206-957-4779

Email: americorpsinfo@solid-ground.org

- 2) Ask **two** community references to send the written AmeriCorps Recommendation to Solid Ground. *AmeriCorps Recommendations can be written by a former employer, teacher, faith leader or other community activist or leader—including AmeriCorps alumni. References should not be written by a family member.*

For more information about Solid Ground's AmeriCorps & VISTA teams, go to: www.solid-ground.org/AmeriCorps.

EDUCATION

12. Check the highest level of education that you will have completed by the time you are planning to serve in AmeriCorps. (Check only one.)

- Some high school Associate's degree Graduate degree
 High school diploma or GED Some college Other (please specify): _____
 Technical school/Apprenticeship Bachelor's degree

13. List all schools after high school that you have attended, including trade or technical schools, military training, and employment training programs.

Name of School (List most recent first)	Location of School (City/State)	Dates Attended		Major or Area of Study	Type of Degree or Certificate	Date Received or Expected
		From Mo./Yr.	To Mo./Yr.			
A.						
B.						
C.						
D.						

COMMUNITY SERVICE *(Previous service is not always a requirement.)*

Describe how you have reached out to help others and/or how you have been involved in your own community. Elaborate on why you decided to serve or get involved, and what you received in return—that is, what you learned or how it made you feel. Think in broad terms. Attach a separate sheet of paper if you need more space.

14. How have you been involved in your community? *If you served in an organization, include the organization name, location, dates, and phone number. List your most recent activity first. Attach a separate sheet of paper if you need more space.*

A. DATES OF INVOLVEMENT: From: _____ To: _____ Hours per mo.: _____
MONTH/YEAR MONTH/YEAR

Organization Name: _____ Location: _____ Phone: _____

Description of Involvement: _____

B. DATES OF INVOLVEMENT: From: _____ To: _____ Hours per mo.: _____
MONTH/YEAR MONTH/YEAR

Organization Name: _____ Location: _____ Phone: _____

Description of Involvement: _____

15. Have you previously served in AmeriCorps? Yes No

Program Name: Check all that apply:

AmeriCorps*VISTA AmeriCorps*NCCC AmeriCorps*State and National

Program Location: _____; From: _____ To: _____
CITY STATE MONTH/YEAR MONTH/YEAR

Did you complete your term of service? Yes No

If no, why not? _____

EMPLOYMENT

16. List and briefly describe the last four positions 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. (You may attach a resume instead only if it addresses the information requested below.)

NAME AND ADDRESS OF EMPLOYER	DATES	JOB TITLE AND DUTIES
<p>A. Organization, City/State:</p> <p>_____</p> <p>_____</p> <p>Supervisor: Phone and e-mail</p> <p>_____</p>	<p>From: <u> </u> / <u> </u></p> <p style="text-align: center;">MO./YR.</p> <p>To: <u> </u> / <u> </u></p> <p style="text-align: center;">MO./YR.</p> <p>Hrs/week: <u> </u></p>	<p>Title: _____</p> <p>Duties: _____</p> <p>_____</p> <p>Reason for leaving: _____</p> <p>_____</p>
<p>B. Organization, City/State:</p> <p>_____</p> <p>_____</p> <p>Supervisor: Phone and e-mail</p> <p>_____</p>	<p>From: <u> </u> / <u> </u></p> <p style="text-align: center;">MO./YR.</p> <p>To: <u> </u> / <u> </u></p> <p style="text-align: center;">MO./YR.</p> <p>Hrs/week: <u> </u></p>	<p>Title: _____</p> <p>Duties: _____</p> <p>_____</p> <p>Reason for leaving: _____</p> <p>_____</p>
<p>C. Organization, City/State:</p> <p>_____</p> <p>_____</p> <p>Supervisor: Phone and e-mail</p> <p>_____</p>	<p>From: <u> </u> / <u> </u></p> <p style="text-align: center;">MO./YR.</p> <p>To: <u> </u> / <u> </u></p> <p style="text-align: center;">MO./YR.</p> <p>Hrs/week: <u> </u></p>	<p>Title: _____</p> <p>Duties: _____</p> <p>_____</p> <p>Reason for leaving: _____</p> <p>_____</p>
<p>D. Organization, City/State:</p> <p>_____</p> <p>_____</p> <p>Supervisor: Phone and e-mail</p> <p>_____</p>	<p>From: <u> </u> / <u> </u></p> <p style="text-align: center;">MO./YR.</p> <p>To: <u> </u> / <u> </u></p> <p style="text-align: center;">MO./YR.</p> <p>Hrs/week: <u> </u></p>	<p>Title: _____</p> <p>Duties: _____</p> <p>_____</p> <p>Reason for leaving: _____</p> <p>_____</p>

17. Explain any period of time greater than six months not accounted for by work, school, or military service. _____

20. Do you know or have you studied any language other than English? Yes No

Language: _____ Number of Years Studied or Spoken: _____

Speaking Ability: Poor Fair Good Excellent

Writing Ability: Poor Fair Good Excellent

21. In the space below or on a separate sheet of paper, provide any additional skills and experience that may be helpful in evaluating your application.

22. Do you have a valid driver's license? Yes No

LEGAL

Answer the following questions fully. Existence of criminal conviction/adjudication may or may not, depending on the circumstances, disqualify you from consideration. However, any intentional misrepresentation or omission will disqualify you. Do not include minor traffic violations.

23. Have you ever been convicted, or adjudicated as a juvenile offender, of any criminal offense by either a civilian or military court, other than minor traffic violations? Yes No

Are you now:

• under charges for any offenses?

Yes No

• on probation or parole?

Yes No

If no, skip to "Certification" below.

If you answered yes to any of the questions above, please provide the following information:

Date: _____ Place: _____
MONTH/DAY/YEAR CITY STATE

Charge: _____ Action Taken: _____

Court, Probation, or Parole Officer: _____ Phone: () _____
NAME

Address: _____
STREET ADDRESS CITY STATE ZIP CODE

You may attach any additional information or explanation on a separate sheet.

CERTIFICATION

Your application must be certified with your original signature in ink. If you are applying to more than one AmeriCorps program, make a copy for each program that you're applying to first, then sign each one.

*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. I understand that misinformation or omission of information could result in disqualification and/or termination as an AmeriCorps member. I also understand that my selection for participation in some AmeriCorps programs, including AmeriCorps*NCCC, will require a physical examination, including drug and 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 acceptance into 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 permission.

SIGNATURE

DATE

For Parent or Guardian of Applicants Under 18 Years of Age:

I have reviewed this application and I authorize my son/daughter/legal ward to apply to AmeriCorps.

SIGNATURE

DATE

Name: _____

Relationship: _____ Phone: () _____ E-mail: _____

Address: _____
STREET ADDRESS CITY STATE ZIP CODE

REFERENCE FORM

TO THE APPLICANT:

Please fill out the lines below and give this form to each of your references. Your reference should complete this form, seal it in an envelope, sign his or her name across the seal on the outside of the envelope, and return it to you to include with the application you send to AmeriCorps.

Applicant's Name: _____
LAST FIRST MIDDLE

Address: _____
(IF P.O. BOX, ALSO GIVE NUMBER AND STREET) CITY STATE ZIP CODE

Home Phone: () _____ Work Phone: () _____

INDICATE THE PROGRAM THAT YOU ARE APPLYING TO (check only one):

AmeriCorps*NCCC

AmeriCorps*VISTA

Program Name: _____

Program Address: _____

One of the other 1,000+ programs in the AmeriCorps network (be specific):

Program Name: _____

Program Address: _____

TO THE PERSONAL REFERENCE:

AmeriCorps engages more than 50,000 citizens a year in results-driven service sponsored by hundreds of local and national nonprofit organizations. In return, AmeriCorps members earn education awards that help pay for college or pay back student loans. AmeriCorps members help communities meet critical challenges in the areas of education, public safety, the environment, and other human needs.

The person named above is applying to be an AmeriCorps member. The applicant has 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. Your input is greatly appreciated.

Name of Reference: _____
LAST FIRST MIDDLE

Position/Title: _____

Organization/Institution: _____

Address: _____
(IF P.O. BOX, ALSO GIVE NUMBER AND STREET) CITY STATE ZIP CODE

Home Phone: () _____ Work Phone: () _____ E-mail: _____

KNOWLEDGE OF THE APPLICANT

How long have you known the applicant? Years: _____ Months: _____

In what capacity have you known the applicant?

- Job Supervisor/Employer Clergy
- Volunteer Supervisor Coach
- High School Teacher College Instructor
- Other (specify): _____

Please describe the situation in which you know the applicant.

WORK PERFORMANCE

1. Please comment on such qualities as the applicant's level of dependability, initiative, and ability to work with minimal supervision and as a member of a team.

2. In your judgment, how competent is this applicant, as demonstrated by work in the community, in school, on the job, or in a position of responsibility? *Please check one.*

- Outstanding performance
- Above average performance
- Satisfactory
- Below average performance
- Unsatisfactory performance

RELATIONSHIPS WITH OTHER PEOPLE

3. AmeriCorps members are required to understand other people's viewpoints and problems and to communicate with people from differing backgrounds. Please comment briefly on the applicant's relationships with others.

4. AmeriCorps members must serve with other participants and with people of varied cultural, economic, education, racial, and religious backgrounds. How would you rate the applicant's working relationships with other people? *Please check one.*

- Works well with others; can lead or follow as the occasion demands.
- Usually works well with others; can lead or follow in most situations.
- Has average working relationships with others.
- Has difficulty working with others.
- Does not work well with others.

EMOTIONAL MATURITY

5. Please comment on the applicant's ability to adapt and work under difficult and changing conditions.

6. AmeriCorps members often serve in conditions of hardship and inconvenience. They must be able to deal with new and changing living conditions, limited financial resources, and considerable amounts of stress. With these considerations in mind, how would you rate the applicant?
Please check one.

- Highly effective even in adverse situations and changing conditions.
- Able to adapt to adverse situations and changing conditions.
- About average in adapting to adverse situations and changing conditions.
- May not be able to stand up well in adverse situations and changing conditions.
- Completely unable to handle adverse situations or adapt to changing conditions.

ADDITIONAL COMMENTS AND SUPPORTING INFORMATION

7. If you wish, use additional paper to explain any of your ratings, and anything else about this applicant that you feel is relevant to serving in AmeriCorps—such as the applicant's desire to serve others, maturity, work ethic, flexibility, and dependability. Explain any reservations that you have regarding the applicant's participation in the AmeriCorps program to which he or she has applied.

OVERALL RECOMMENDATION

8. What is your overall recommendation?

- I recommend the applicant without reservation as an excellent candidate for AmeriCorps service.
- I recommend the applicant as a good candidate for AmeriCorps service.
- I have some reservations, but I believe the applicant has a reasonable chance of success.
- I have some substantial doubts about the applicant.
- I do not recommend this applicant for AmeriCorps service.

CONFIDENTIALITY STATEMENT

- I AUTHORIZE the program and/or the Corporation for National and Community Service to identify me as the source of this reference and to release a copy of this reference in its entirety upon request to the applicant.
- I DO NOT authorize the program and/or the Corporation for National and Community Service to identify me as the source of this reference, nor do I authorize the release of a copy of this reference in its entirety to the applicant.

Your Signature: _____

**PLEASE RETURN THIS FORM, IN AN ENVELOPE SIGNED
ACROSS THE SEAL, DIRECTLY TO THE APPLICANT.**

REFERENCE FORM**TO THE APPLICANT:**

Please fill out the lines below and give this form to each of your references. Your reference should complete this form, seal it in an envelope, sign his or her name across the seal on the outside of the envelope, and return it to you to include with the application you send to AmeriCorps.

Applicant's Name: _____
LAST FIRST MIDDLE

Address: _____
(IF P.O. BOX, ALSO GIVE NUMBER AND STREET) CITY STATE ZIP CODE

Home Phone: () _____ Work Phone: () _____

INDICATE THE PROGRAM THAT YOU ARE APPLYING TO *(check only one):*

AmeriCorps*NCCC

AmeriCorps*VISTA

Program Name: _____

Program Address: _____

One of the other 1,000+ programs in the AmeriCorps network *(be specific):*

Program Name: _____

Program Address: _____

TO THE PERSONAL REFERENCE:

AmeriCorps engages more than 50,000 citizens a year in results-driven service sponsored by hundreds of local and national nonprofit organizations. In return, AmeriCorps members earn education awards that help pay for college or pay back student loans. AmeriCorps members help communities meet critical challenges in the areas of education, public safety, the environment, and other human needs.

The person named above is applying to be an AmeriCorps member. The applicant has 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. Your input is greatly appreciated.

Name of Reference: _____
LAST FIRST MIDDLE

Position/Title: _____

Organization/Institution: _____

Address: _____
(IF P.O. BOX, ALSO GIVE NUMBER AND STREET) CITY STATE ZIP CODE

Home Phone: () _____ Work Phone: () _____ E-mail: _____

KNOWLEDGE OF THE APPLICANT

How long have you known the applicant? Years: _____ Months: _____

In what capacity have you known the applicant?

- Job Supervisor/Employer Clergy
- Volunteer Supervisor Coach
- High School Teacher College Instructor
- Other (specify): _____

Please describe the situation in which you know the applicant.

WORK PERFORMANCE

1. Please comment on such qualities as the applicant's level of dependability, initiative, and ability to work with minimal supervision and as a member of a team.

2. In your judgment, how competent is this applicant, as demonstrated by work in the community, in school, on the job, or in a position of responsibility? *Please check one.*

- Outstanding performance
- Above average performance
- Satisfactory
- Below average performance
- Unsatisfactory performance

RELATIONSHIPS WITH OTHER PEOPLE

3. AmeriCorps members are required to understand other people's viewpoints and problems and to communicate with people from differing backgrounds. Please comment briefly on the applicant's relationships with others.

4. AmeriCorps members must serve with other participants and with people of varied cultural, economic, education, racial, and religious backgrounds. How would you rate the applicant's working relationships with other people? *Please check one.*

- | | |
|--|---|
| <input type="checkbox"/> Works well with others; can lead or follow as the occasion demands. | <input type="checkbox"/> Usually works well with others; can lead or follow in most situations. |
| <input type="checkbox"/> Has average working relationships with others. | <input type="checkbox"/> Has difficulty working with others. |
| <input type="checkbox"/> Does not work well with others. | |

EMOTIONAL MATURITY

5. Please comment on the applicant's ability to adapt and work under difficult and changing conditions.

6. AmeriCorps members often serve in conditions of hardship and inconvenience. They must be able to deal with new and changing living conditions, limited financial resources, and considerable amounts of stress. With these considerations in mind, how would you rate the applicant?
Please check one.

- Highly effective even in adverse situations and changing conditions.
- Able to adapt to adverse situations and changing conditions.
- About average in adapting to adverse situations and changing conditions.
- May not be able to stand up well in adverse situations and changing conditions.
- Completely unable to handle adverse situations or adapt to changing conditions.

ADDITIONAL COMMENTS AND SUPPORTING INFORMATION

7. If you wish, use additional paper to explain any of your ratings, and anything else about this applicant that you feel is relevant to serving in AmeriCorps—such as the applicant's desire to serve others, maturity, work ethic, flexibility, and dependability. Explain any reservations that you have regarding the applicant's participation in the AmeriCorps program to which he or she has applied.

OVERALL RECOMMENDATION

8. What is your overall recommendation?

- I recommend the applicant without reservation as an excellent candidate for AmeriCorps service.
- I recommend the applicant as a good candidate for AmeriCorps service.
- I have some reservations, but I believe the applicant has a reasonable chance of success.
- I have some substantial doubts about the applicant.
- I do not recommend this applicant for AmeriCorps service.

CONFIDENTIALITY STATEMENT

- I AUTHORIZE the program and/or the Corporation for National and Community Service to identify me as the source of this reference and to release a copy of this reference in its entirety upon request to the applicant.
- I DO NOT authorize the program and/or the Corporation for National and Community Service to identify me as the source of this reference, nor do I authorize the release of a copy of this reference in its entirety to the applicant.

Your Signature: _____

**PLEASE RETURN THIS FORM, IN AN ENVELOPE SIGNED
ACROSS THE SEAL, DIRECTLY TO THE APPLICANT.**