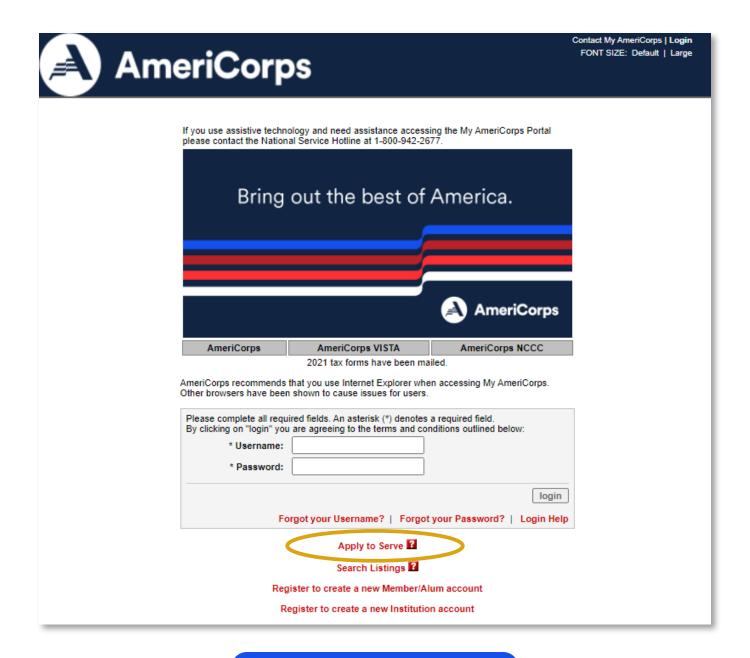
PART 2: Register on the MyAmeriCorps Portal

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.

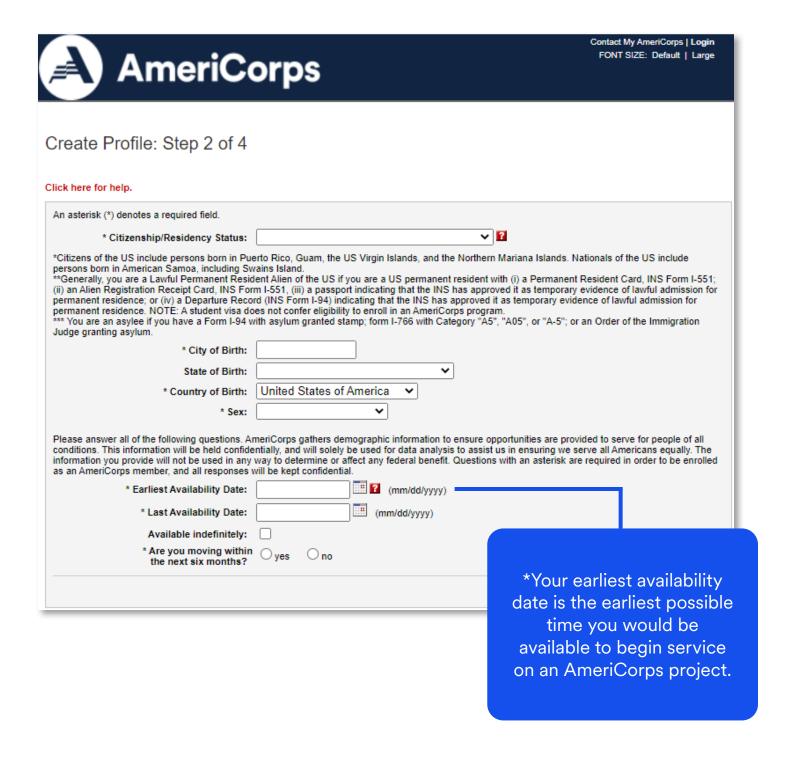
AmeriCorps	Contact My AmeriCorps Login FONT SIZE: Default Large
Create Profile: Step 1 of 4	
Before you get started making a profile, learn more about all of the AmeriCorps programs here.	Learn More (Opens a new window)
Click here for help.	
Please use the following fields to create a profile. Enter your name exactly as it appears on your government-iss valid e-mail address. An asterisk (*) denotes a required field. Prefix: Please Select Preferred Name: * First Name: * Last Name: Suffix: * SSN: * SSN: * eg. 123456789 This page of the form requests your SSN to (a) confirm your citizenship status for eligibility purposes and/or (b) s reported to the Internal Revenue Service using your SSN. This request is voluntary, but not providing your SSN and/or receive payments. It is requested pursuant to 42 U.S.C. Chapter 129 - National and Community Service,	send you a payment that must also be may affect your ability to become a Member
Services, and Executive Order 9397, as amended. * Date of Birth: (mm/dd/yyyy)	
* E-mail Address:	
* Re-enter E-mail Address:	j l
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.

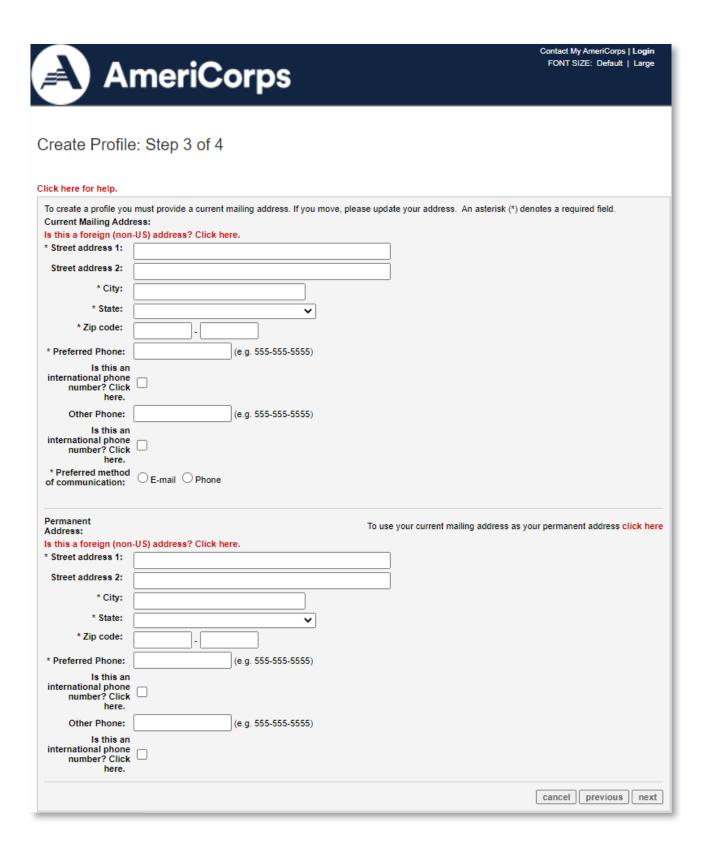
Create Profile - Step 2 of 4

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



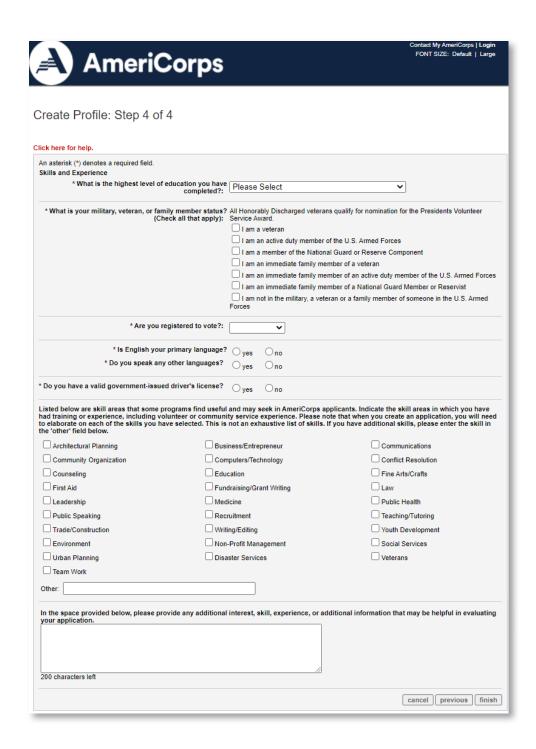
Create Profile - Step 3 of 4

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.

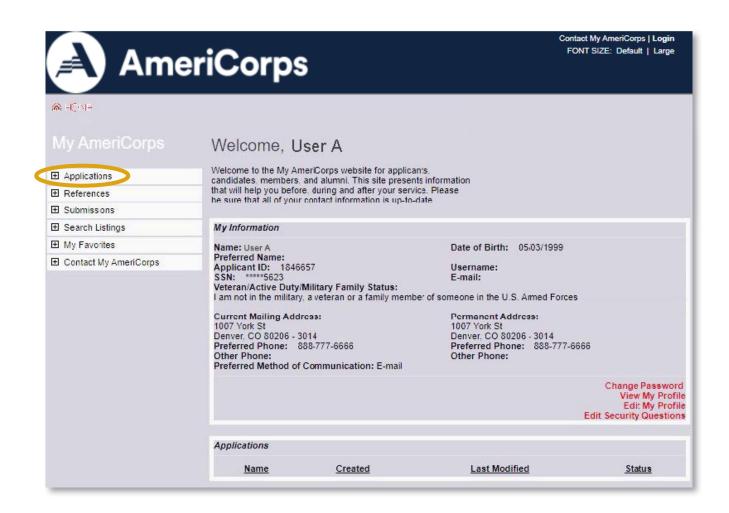
Click the link in that email to navigate to the Complete Your Registration page (as seen below) on the MyAmeriCorps Portal. Fill out this short form to complete the registration. Once you have created your username and password, you must log into your account within 72 hours to ensure access to the system.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

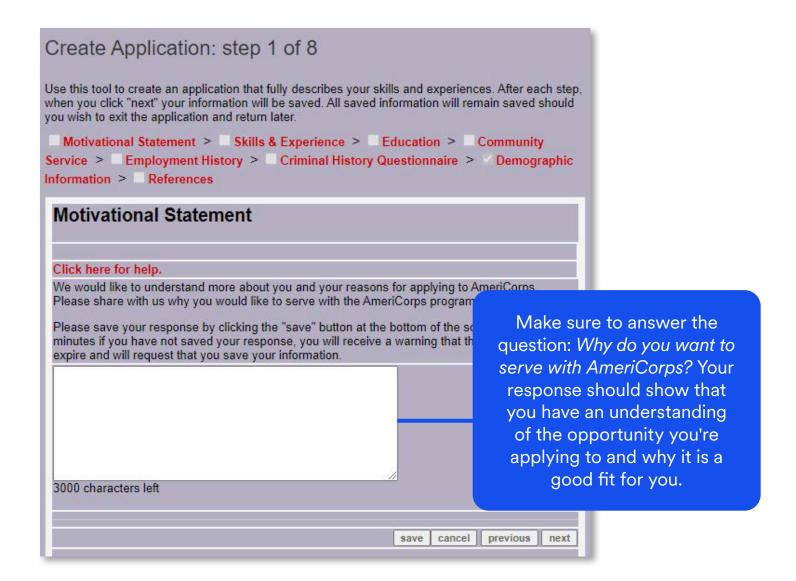


Click here to create your application

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.



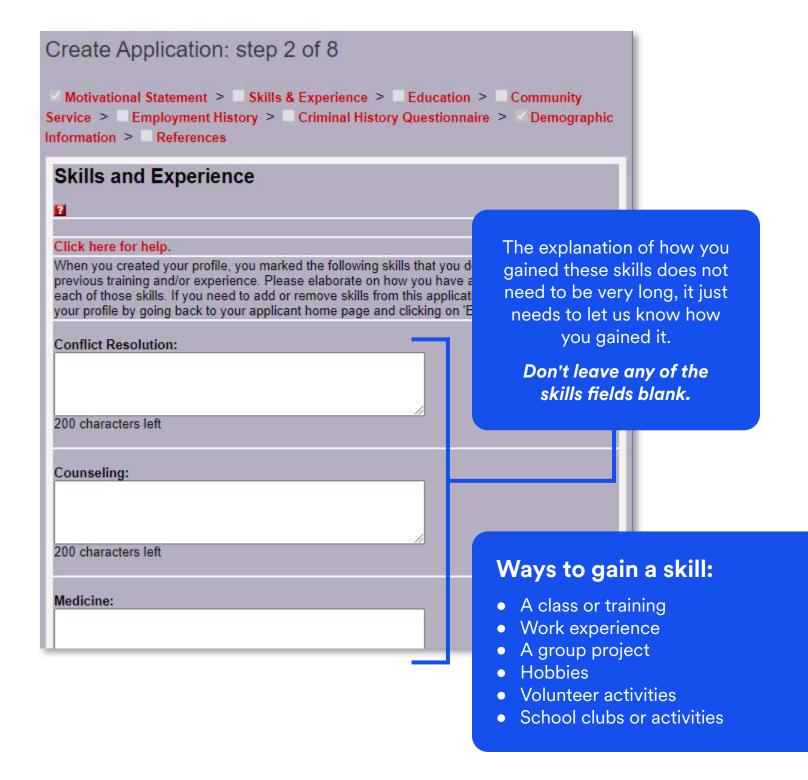


Check out the requirements for the AmeriCorps opportunity you're planning on applying to for more information on the minimum education, skills, and experience needed. If you have questions about your eligibility, reach out to the point of contact in your listing of choice, or head to americorps.gov/serve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

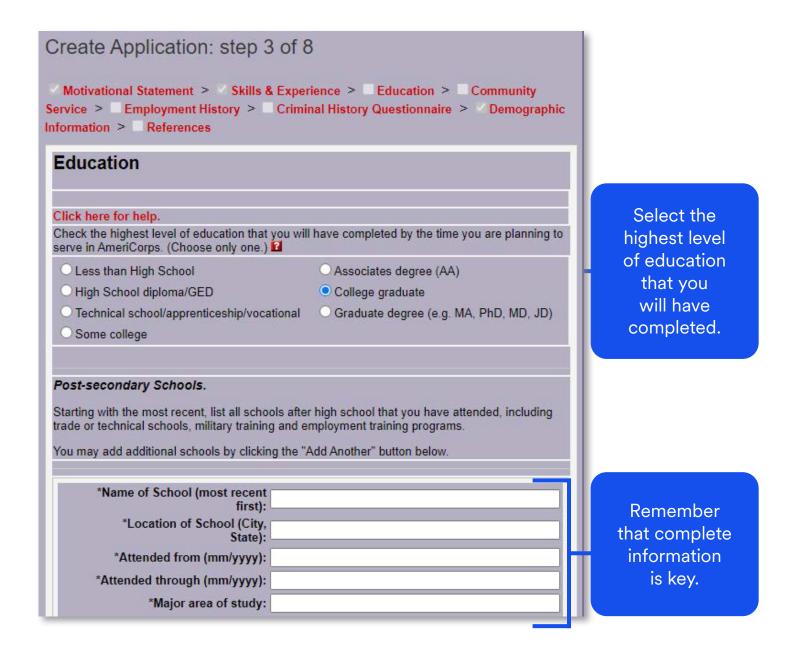
Application: Skills and Experience - Step 2 of 8

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

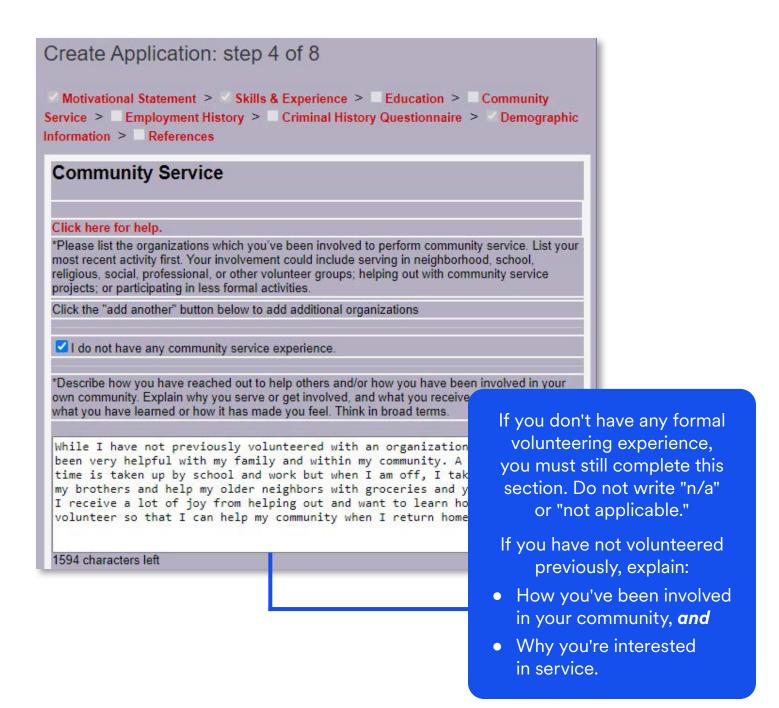
In this section, list the highest level of education that you will have completed by the time you start your service term with AmeriCorps. If you will have graduated high school, your highest level will be "High School Diploma/GED." If you will have taken some college classes but not yet graduated, you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



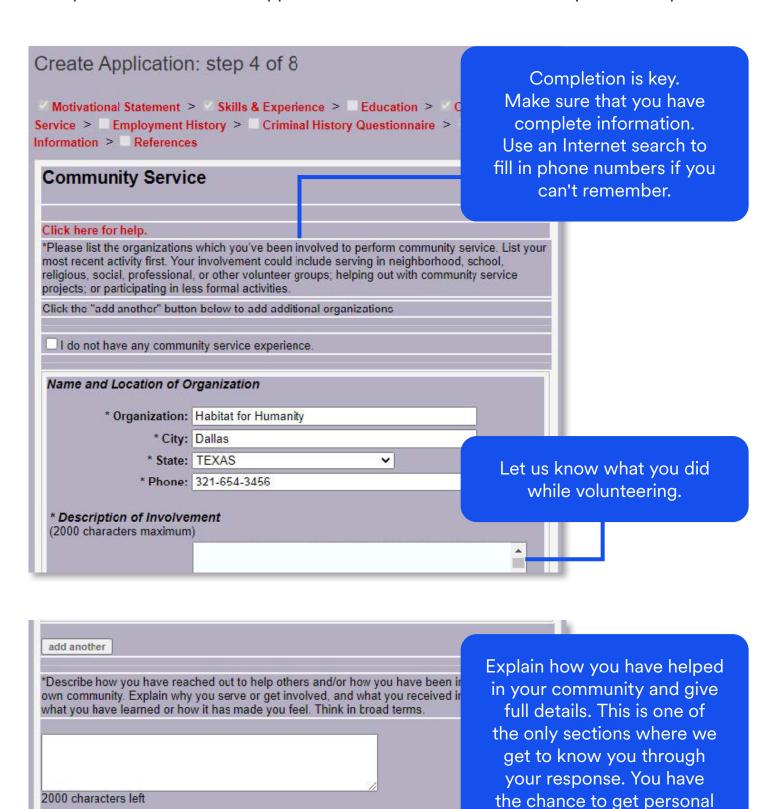
Application: Community Service - Step 4 of 8

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:



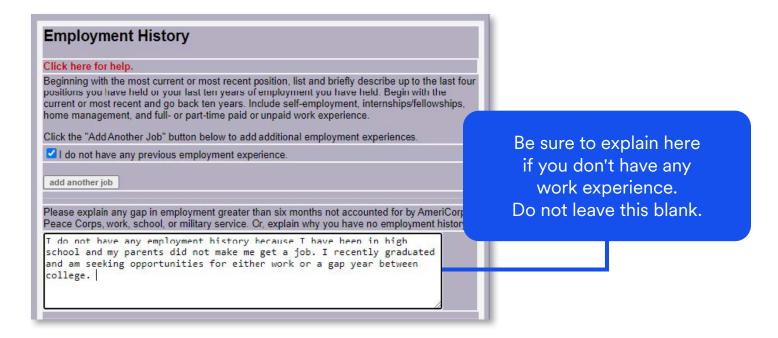
cancel

and give us more reasons to

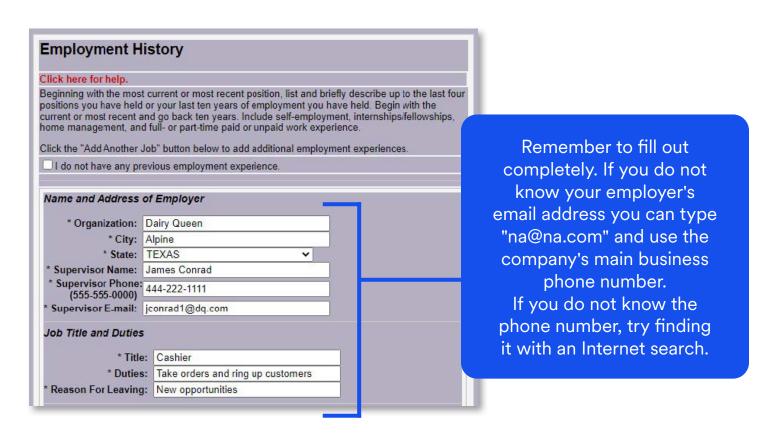
invite you to serve.

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.

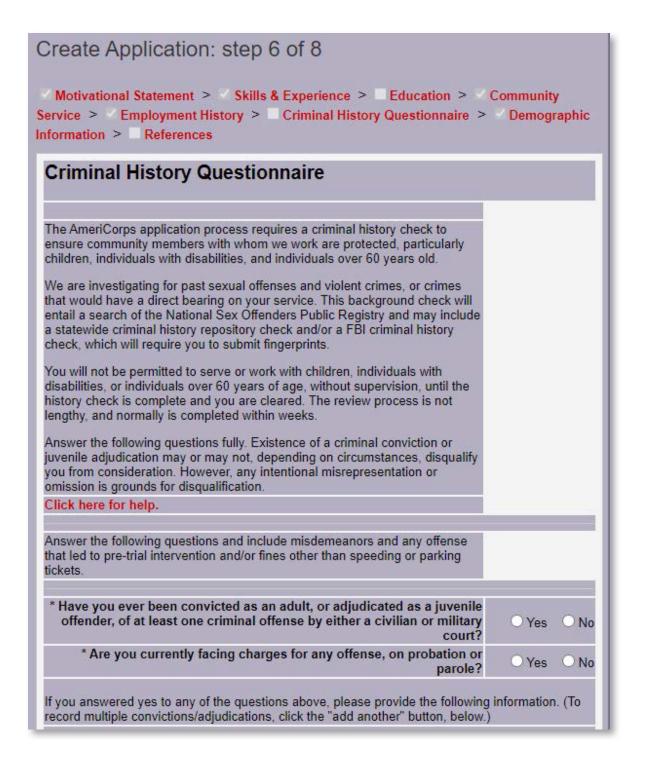


If you have had at least one job, this is the section for that information. Please list all jobs and provide complete details.



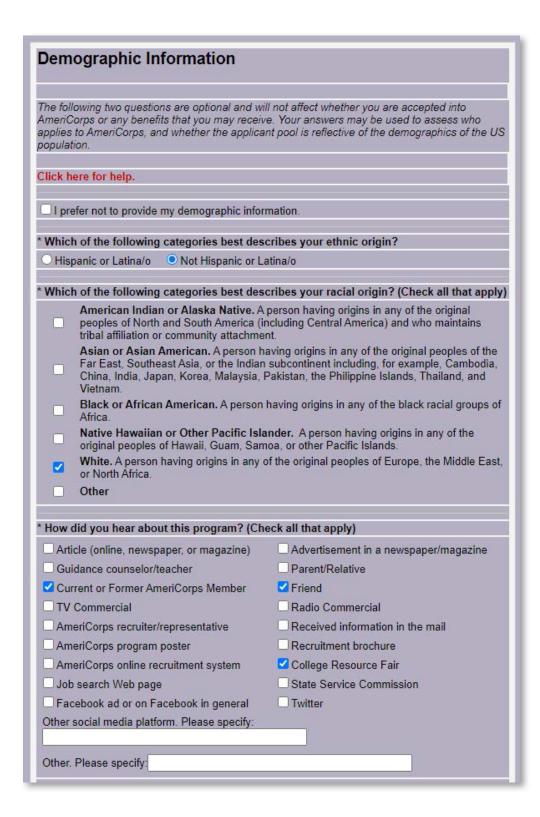
Application: Criminal History - Step 6 of 8

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.

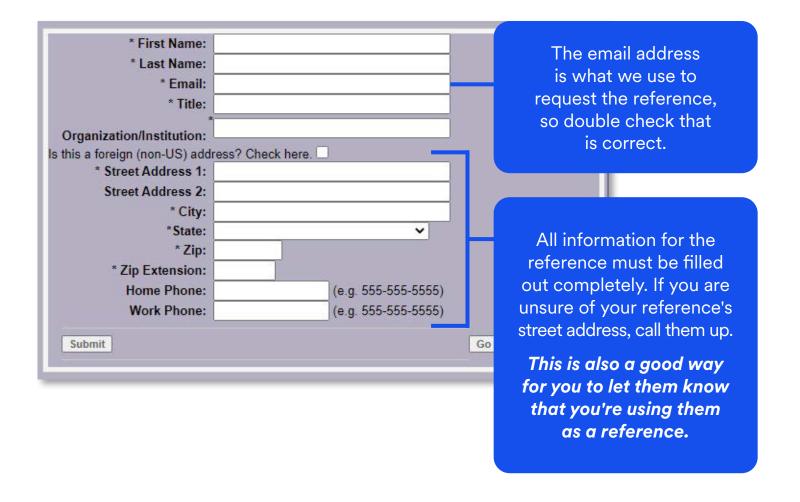




AmeriCorps is committed to recruiting and retaining diverse members who reflect the communities in which we serve. This information is confidential, and is not used to make decisions about eligibility.

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.

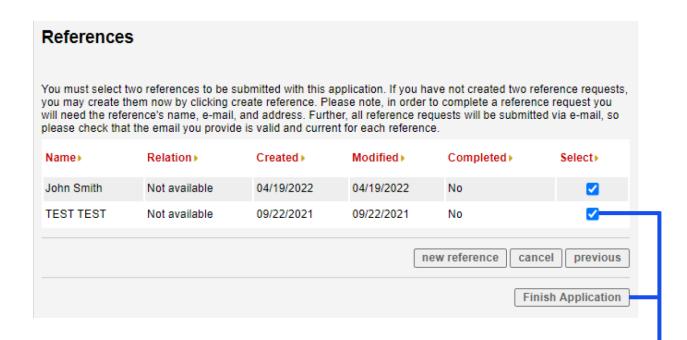
http://my.americorps.gov/...

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

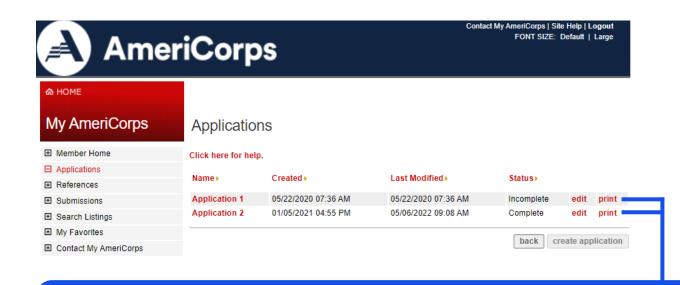
Please do not reply to this message. If you have any questions or need further assistance please call 1-800-942-2677.

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.