My.AmeriCorps.gov Application Guide
Saint Mary's College of California (SMC)
AmeriCorps VISTA Project 2020–2021

Welcome to the application for the 2020–2021 SMC AmeriCorps VISTA Project!

This document is a step by step guide providing detailed information about completing your AmeriCorps Profile & Application to one of our Service Opportunity listings on My AmeriCorps.

NOTE: This guide is supplementary, and not intended to replace the instructions on My AmeriCorps. Read and follow all instructions carefully on each page of the website.

Please contact William Besson if you have any questions:
wtb5@stmarys-ca.edu
925-631-8544

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Creating an AmeriCorps Profile

Before you can begin to create your AmeriCorps Application, you must first create an online account on My AmeriCorps.

1. Enter all required items in Step 1 (Note: you may skip non-required items).
   a. Before you click “next”, check to ensure that your name and date of birth are all entered accurately into the form because you will not be able to edit this information later.
   b. Most other information you provide in later sections can be edited after your registration is complete.

![Create Profile: Step 1 of 4]

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2. Enter all required items in Step 2.
   
a. Your Earliest Availability Date must precede the first day of VISTA Pre-Service Orientation, and your Last Availability Date must follow the Last Day of Service (see stmarys-ca.edu/VISTA for dates).
3. Enter all required items in Step 3.
   
   
b. Members relocating >50 miles from their Permanent Address to the service site may be eligible for a relocation allowance (vistacampus.gov/benefits).
4. Enter all required items in Step 4.

   a. Select your skill sets. Each selection will create a subsection in the Skills and Experience section of your application for further explanation (see page 9).
5. After clicking “finish”, you should receive an email at the address you provided. Follow the instructions in the email.

6. The link you clicked in the email will bring back to the My AmeriCorps portal.

   a. Enter all required items and click “save” to complete registration.
Creating an AmeriCorps Application

- You should then navigate to the Application home page. To create an application, click “Applications” in the left sidebar.

- Next, click “create application”.
  - Note: You can create two applications, and you can return to this page to edit your applications at any time.
1. Motivational Statement
   a. Please note the 3000 character limit, and that the online application system does not have a built-in spell check or grammar check feature.
   
   b. Suggestion: Draft this in a separate document before copying it into this box.

2. Skills and Experience
   a. In this section, briefly explain each of the skills you selected while creating your profile.
   
   b. You can always go back to your profile and add or delete skills: save your Application, click “Applicant Home”, then click “Edit My Profile”.

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c. Provide brief (≤200 characters) explanations for each of your skills. Feel free to copy+paste language from your resume.

d. You may also include any relevant professional certificates earned, along with their expiration date.

Skills and Experience

Click here for help.

When you created your profile, you marked the following skills that you developed through previous training and/or experience. Please elaborate on how you have acquired and applied each of those skills. If you need to add or remove skills from this application, you’ll need to update your profile by going back to your applicant home page and clicking on ‘Edit My Profile’.

Communications:

200 characters left

Leadership:

200 characters left

Team Work:

200 characters left

List all current certificates along with their expiration dates. Example: EMT – expires 12/31/2014

Certificate:  
Expiration Date (mm/dd/yyyy):
3. Education

   a. Select your highest level of education (Note: the minimum requirement for our VISTA Project is a four-year college degree).

   b. Provide accurate and specific information for any and all degrees or academic certificates earned.

### Education

**Click here for help.**

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

- [ ] Less than High School
- [ ] High School diploma/GED
- [ ] Technical school/apprenticeship/vocational
- [ ] Some college
- [ ] Associates degree (AA)
- [ ] College graduate
- [ ] Graduate degree (e.g. MA, PhD, MD, JD)

**Post-secondary Schools.**

Starting with the most recent, list all schools after high school that you have attended, including trade or technical schools, military training and employment training programs.

You may add additional schools by clicking the "Add Another" button below.

<table>
<thead>
<tr>
<th>*Name of School (most recent first):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>*Location of School (City, State):</td>
<td></td>
</tr>
<tr>
<td>*Attended from (mm/yyyy):</td>
<td></td>
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<tr>
<td>*Attended through (mm/yyyy):</td>
<td></td>
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<tr>
<td>*Major area of study:</td>
<td></td>
</tr>
<tr>
<td>*Type of Degree or Certificate:</td>
<td></td>
</tr>
<tr>
<td>*Date Received or Expected (mm/yyyy):</td>
<td></td>
</tr>
</tbody>
</table>

[remove]

[add another]
4. Community Service

   a. First, list any and all of your service-related activities. Provide a description of your experience serving each organization.

   b. Feel free to copy+paste language from your resume.

Community Service

*Please list the organizations which you’ve been involved to perform community service. List your most recent activity first. Your involvement could include serving in neighborhood, school, religious, social, professional, or other volunteer groups; helping out with community service projects; or participating in less formal activities.

Click the "add another" button below to add additional organizations

☐ I do not have any community service experience.

Name and Location of Organization

* Organization:  
   * City:  
   * State:  
   * Phone:  

* Description of Involvement
   (2000 characters maximum)

* Dates of Involvement and Hours
   * From (mm/yyyy):  
   * To (mm/yyyy):  
   * Hours/month: 0
c. Write a thoughtful paragraph or two about why you choose to serve.

d. Suggestion: Draft this in a separate document before copying it into this box.

5. Employment History

   a. Starting with your most recent employment, list and briefly describe your employment history.

   b. This can include fellowships, internships, part-time or full-time paid work, or self-employment.

   c. Feel free to copy+paste language from your resume.

   d. Briefly account for any gaps in your employment history greater than 6 months.
**Employment History**

**Click here for help.**

Beginning with the most current or most recent position, list and briefly describe up to the last four positions you have held or your last ten years of employment 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.

Click the "Add Another Job" button below to add additional employment experiences.

- [ ] I do not have any previous employment experience.

**Name and Address of Employer**

- * Organization: [ ]
- * City: [ ]
- * State: [ ]
- * Supervisor Name: [ ]
- * Supervisor Phone: (555-555-0000)
- * Supervisor E-mail: [ ]

**Job Title and Duties**

- * Title: [ ]
- * Duties: [ ]
- * Reason For Leaving: [ ]

**Dates and Times**

- * From (mm/yyyy): [ ]
- * To (mm/yyyy): [ ]
- * Hours/week: [ ]

[remove]

[add another job]

Please explain any gap in employment greater than six months not accounted for by AmeriCorps, Peace Corps, work, school, or military service. Or, explain why you have no employment history.

[Explanation]
6. **Criminal History**

a. All AmeriCorps members must complete a background check before beginning service, and this questionnaire is the first step in that process. Select the answers that apply to you, and then move on to the next step in the application process.

b. Please be honest and forthright with the information you provide. **Any** misinformation you provide will automatically disqualify you for service as an AmeriCorps VISTA member.

c. Please note that a criminal history alone does not automatically disqualify an applicant from AmeriCorps VISTA service—the only crimes that disqualify applicants from service are sex offenses or murder. Other crimes can be accompanied by an explanation.

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### Criminal History Questionnaire

The AmeriCorps application process requires a criminal history check to ensure community members with whom we work are protected, particularly children, individuals with disabilities, and individuals over 60 years old.

We are investigating for past sexual offenses and violent crimes, or crimes that would have a direct bearing on your service. This background check will entail a search of the National Sex Offenders Public Registry and may include a statewide criminal history repository check and/or a FBI criminal history check, which will require you to submit fingerprints.

You will not be permitted to serve or work with children, individuals with disabilities, or individuals over 60 years of age, without supervision, until the history check is complete and you are cleared. The review process is not lengthy, and normally is completed within weeks.

Answer the following questions fully. Existence of a criminal conviction or juvenile adjudication may or may not, depending on circumstances, disqualify you from consideration. However, any intentional misrepresentation or omission is grounds for disqualification. **Click here for help.**

Answer the following questions and include misdemeanors and any offense that led to pre-trial intervention and/or fines other than speeding or parking tickets.

1. * Have you ever been convicted as an adult, or adjudicated as a juvenile offender, of at least one criminal offense by either a civilian or military court? [ ] Yes [ ] No

   * Are you currently facing charges for any offense, on probation or parole? [ ] Yes [ ] No

If you answered yes to any of the questions above, please provide the following information. (To record multiple convictions/adjudications, click the "add another" button, below.)
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7. Demographic Information

CNCS gathers information about sex, race, ethnicity, and other demographic information to ensure opportunities are provided to serve for people of all conditions. This information will be held confidentially, and will solely be used for data analysis to assist us in ensuring we serve all Americans equally. The information you provide will not be used in any way to determine or affect any federal benefit. Your responses are required in order to be enrolled as an AmeriCorps member, but will be kept confidential.

Click here for help.

* How did you hear about this program? (Check all that apply)

- Article (online, newspaper, or magazine)
- Guidance counselor/teacher
- Current or Former AmeriCorps Member
- TV Commercial
- AmeriCorps recruiter/representative
- AmeriCorps program poster
- AmeriCorps online recruitment system
- Job search Web page
- Facebook ad or on Facebook in general
- Other social media platform. Please specify:

- Advertisement in a newspaper/magazine
- Parent/Relative
- Friend
- Radio Commercial
- Received information in the mail
- Recruitment brochure
- College Resource Fair
- State Service Commission
- Twitter

Other. Please specify:

* Have you previously served with an AmeriCorps program? Click all that apply.

- State & National
- VISTA
- NCCC
- None

* Which of the following categories best describes your ethnic origin?

- Hispanic or Latina/o
- Not Hispanic or Latina/o

* Which of the following categories best describes your racial origin? (Check all that apply)

- American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- Asian or Asian American. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American. A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Other
8. References

a. In order to move the application process forward, you need two references completed online in the AmeriCorps portal. Family members, friends, and coworkers are not appropriate references. References must come from a job supervisor, professor, volunteer supervisor, or mentor. You should contact each of your references in advance to ensure that they will be able to complete the online form for you.

b. On the references tab of the application, you can see each reference that you have created in the system, and whether or not that reference has completed the online application form. You can also choose different references to submit. To create a reference, click on the “new reference” button.

c. You will then see the Create New Reference request form. Please include at least one phone number for each reference.

d. Once you click “Submit”, the AmeriCorps website will automatically email your reference with a link to the online reference form. The form will verify the information you provided about your reference, and will ask the reference to describe their knowledge of you, your work performance, your relationships with others, and your emotional maturity. Your reference will be able to choose whether the contents of this form will be released to you or not.

e. If your reference cannot find the email, you can send it again via the “References” menu (left sidebar), by clicking “send reminder”.

References

You must select two references to be submitted with this application. If you have not created two reference requests, you may create them now by clicking create reference. Please note, in order to complete a reference request you will need the reference’s name, e-mail, and address. Further, all reference requests will be submitted via e-mail, so please check that the email you provide is valid and current for each reference.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relation</th>
<th>Created</th>
<th>Modified</th>
<th>Completed</th>
<th>Select</th>
</tr>
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<tbody>
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<td></td>
<td></td>
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<td></td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

new reference  cancel  previous

Finish Application

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f. After submitting your reference requests, select the two references that you want to use for this application.

g. Click “Finish Application” to complete your application.
Applying for a Listing

1. After completing your application(s), you can now submit applications to our listings.

2. To find our listings, click “Search Listings” in the left sidebar.

3. In the Quick Search section, select AmeriCorps VISTA and CALIFORNIA from the drop-down menus, enter “SMC” for the Program Name, then click the “Search” button.

4. Find the specific service opportunity listing you are interviewing for, review the position description, and then click the red “Apply Now!” button at the bottom of the page.

   a. Please note that the “Start Date” indicated refers to the first day of service.
5. Select the application that you plan on using, and then fill out the Submit Listing Certification. This will certify that you provided accurate information in your application and that you are over the age of 18.

Submit Listing

The following application will be used to submit:

Application 1

Certification

[ ] By submitting this application electronically, 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. Misinformation or omission of information could result in disqualification or termination as an AmeriCorps member. If I am selected for participation in some AmeriCorps programs, including AmeriCorps NCCC, I may be required to submit to a physical examination, including drug or 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. 1993 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 selection for 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 consent.

[ ] I am over the age of 18 and certify that all of the information I have provided is true and correct.

[ ] I am under the age of 18 and will send a certification form signed by my parent or legal guardian. (Please use the Print button below to download a printable version of this form. After completing the form, please mail it to the contact address listed in the description of the program to which you are applying.)

Education Award Limitations

[ ] I understand that I may not receive more than the aggregate value of two full-time education awards and that upon successful completion of the term of service, I will receive only that portion of the education award for which I am eligible, which may be all or a part of an education award, or no education award, pursuant to 45 CFR § 2526.55

Print

6. Finally, click “submit”. Congratulations! You have officially applied to the SMC AmeriCorps VISTA Project!