WEST VIRGINIA'S PROMISE
THE ALLIANCE FOR YOUTH

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<u>**Application Process**</u>

This document is meant to assist AmeriCorps Candidates with the application process as well as Site Supervisors in helping their candidates.

1. There is <u style="color:red">**ONLY ONE**</u> Start date- Monday June 7, 2021.
2. There is <u style="color:red">**ONLY ONE**</u> option of number of weeks of service. That is <u>10 Weeks</u> of service-end date August 16, 2021.

SAV Benefits:

- A Living Allowance/Stipend to cover necessities during service: See chart below for weeks of service

Living Allowance	Amount
10 weeks (70 days)	$2395.40

- A $1,311. Segal AmeriCorps Education Award or Summer End of Service Cash Stipend

Summer End of Cash Service Benefit	Amount	Or Summer Education Award
		$1,311.11.
Stipend – 10 weeks	$345.00	

- Required On Site Orientation & Training: Conference call/webinar Pre-Service Orientation is the first day of service, <u>candidates that fail to participate in SA PSO will forfeit their positions</u>.
- Access to the AmeriCorps VISTA Alumni network

SAV Criteria:

- SA must be at least 18 years of age at the time of placement
- SA must not be listed on the National Sex Offenders Public Registry
- SA must commit and serve on a full-time basis for 8, 9 or 10 weeks, a minimum of 35 hours per week
- SA do not receive any person/medical days off
- SA may have outside employment during the project period (cannot exceed 20 hours per week)
- SA <u>can do</u> DIRECT SERVICE!
- All Candidates must apply online at myamericorps: https://my.americorps.gov/mp/login.do

1. **Candidate: Create a Profile.** This is where the candidate will enter basic information about their self and create a profile on https://my.americorps.gov/mp/member/registration.do

2. **Candidate: Answer Questions:** Last Name: Date of Birth: Social Security Number: Email-make sure this is an active valid email:

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3. **Candidate:** will create a profile by completing a registration and hit "Submit".

4. **Candidate**: Once you created your profile, you'll receive an email message that will ask you to validate your profile. Be sure to follow the instructions in this message within 72 hours, or your profile will be cancelled. Next, complete your registration, using the information (SSN, Last Name, etc.) you entered. There may be a delay of up to one hour before the system processes your registration. If you receive a message that reads: *There is no record in the system matching your information. Please check the information you entered and try again or contact the My AmeriCorps hotline by calling 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
✓ Any interests, skills, experience. Suggested Skills: Youth Development, General Skills, Leadership, Teaching/Tutoring, Communications, Public Speaking, Team Work
✓ 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

6. **Candidate:** Complete the AmeriCorps Application Worksheet below in word, so you can copy and paste your answers into your application. (Page 4 below) cause it will time you out if you take to long

7. *Candidate:* Once you have logged into your profile, click Applications in the navigation bar, click Create Application. Have ready: motivational statement, description of your skills-listed above and experience, educational history, community service history, employment history, criminal history, and references. *(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.)*

8. **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 & used. Remember *your reference **CANNOT*** be your potential AmeriCorps Site Supervisor where you want to serve or a family member AND as professional courtesy, also to speed up the process, contact your reference in advance to let them know you are using them. Your references will receive an automatic email-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:* For Summer Associate candidates Program Name:

West Virginia's Promise-The Alliance for Youth SUMMER 2021-
https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=101736 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 Mellott 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. Keep in mind your application is considered INCOMPLETE until both references are completed.

9. **Host Site Supervisor:** Please email Pam any potential candidates you are looking at. Pam will email candidate application to the Host Site Supervisor. Please Review, interviews Candidate, check references. Once you review the candidate application, email Project Director Sponsor Pam stating recommendation of the candidate.

10. **Candidate:** Citizenship documentation is required, see below page 3. This is completed online.

11. **Sponsor:** is required to complete online sponsor recommendation 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! You will receive an email offering you the position.**

13. **Candidate: BEFORE your Virtual Member Orientation/Start Date** 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) This link may be of some assistance. Starting Summer Associates | VISTA Campus

✓ Trainee Registration Profile
✓ End of Service Options: * "Segal AmeriCorps Education Award" or *"Stipend"
✓ Living Allowance
✓ Direct Deposit
✓ 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:
• **Candidate:** 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.

AmeriCorps Application Worksheet (Type this in Word first!)
My AmeriCorps - Registration Request

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
- Suggested Skills to Select: Youth Development, General Skills, Leadership, Teaching/Tutoring, Communications, Public Speaking, Team Work

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?

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 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-References
-Provide: Name, email, title, organization/institution, address, zip extension #, phone numbers.