



# YouthServe AmeriCorps Program

## Member Application

### 2009-2010



First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Best Time(s) to Reach You: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Instructions:

- Please complete the checklist on Page 2 of this application.
- On a separate sheet, please respond to questions 1-5 (see Page 2 of application). Responses must be typed and double-spaced.
- Fill in the information on this cover sheet and sign and date it.
- Complete the Background Check Policy Sign-off and AmeriCorps Certification (Page 3 of application).
- Return your completed application to the address below, along with:
  - A resume that includes your education, work, and volunteer history.
  - Two letters of recommendation that include contact information and the person's relationship to you (people writing recommendations should not be relatives).

I have completed Pages 1-3 of this application honestly and accurately. With this application you will find: my responses to the questions below, a current résumé and two written recommendations.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please return completed application materials to:

**Kate Allen**  
**Director, YouthServe AmeriCorps Program**  
**21 Abbott Street, Greenfield, MA 01301**

For more information: phone (413) 774 7054 ext.106 ▪ fax (413) 773-3335 ▪ [americorps@dialself.org](mailto:americorps@dialself.org)

*Members must be at least 21 years old and U.S. citizens, U.S. nationals or lawful Permanent Residents. YouthServe does not discriminate on the basis of color, race, national origin, sex, political affiliation, sexual orientation, gender expression, religion, or disability. All materials will be furnished in alternate formats upon request; reasonable accommodations can be made for interviews and for service.*

**YouthServe is funded in part by the Massachusetts Service Alliance, the State Commission on Community Service**



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#### Minimum Qualifications:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| • Are you at least 21 years old (or will you turn 21 in 2009)?         | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| • Do you have a high school diploma / GED or equivalent?               | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| • Are you a U.S. Citizen, U.S. National, or Lawful Permanent Resident? | <input type="checkbox"/> yes | <input type="checkbox"/> no |

#### Most sites ask that members have a valid driver's license and an insured vehicle.

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| • Do you have a valid driver's license?          | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| • Do you have access to reliable transportation? | <input type="checkbox"/> yes | <input type="checkbox"/> no |

#### Have you read our website?

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> yes | <input type="checkbox"/> no |
|------------------------------|-----------------------------|

#### On a separate sheet, please respond to these questions. Responses must be typed.

1. Please give a personal motivation statement that describes what you hope to gain through a year of service as an AmeriCorps Member (answer should be 1-2 pages long, double-spaced).
2. Please identify three qualities that would make you an effective member of the YouthServe team, and give examples from your personal or professional experiences that demonstrate these qualities (answer should be 1-2 pages long, double-spaced).
3. Please describe any special skills you possess that you would like us to know about (Examples: community organizing, foreign languages, business, public speaking, group facilitation, arts and crafts, recruitment/outreach, writing, editing, media production, teaching).
4. All YouthServe sites require some use of computers, including, at minimum, email and word processing. Please describe your skill level with typing, email, word processing programs, spreadsheets, and any other computer applications with which you are familiar.
5. Is there anything else you would like us to know in considering you as a member?

# BACKGROUND CHECK POLICY

Satisfactory completion of a background check is a requirement for participation in YouthServe. Background checks are conducted by YouthServe and include state criminal registry information checks in Massachusetts and in the Member's state of residence; Massachusetts Department of Children and Families background check; and national Sex Offender Registry Information (SORI) check. If relevant information appears on the background check report(s), then YouthServe may choose to complete the review process specified by Massachusetts Department of Early Education and Care (EEC) regulations. In accordance with EEC regulations, YouthServe does not release background check information to other agencies. Therefore, Site Partners follow their own policies regarding background checks for Membrs, and Members may be asked to complete an additional background check at their service sites.

I have read and understood this policy. \_\_\_\_\_

SIGNATURE

DATE

# 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 employeres, 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 Service without you prior written permission.*

SIGNATURE

DATE