

Summer Reads Application Instructions

Minnesota Literacy Council AmeriCorps VISTA



Here are some instructions and tips on how to revise your existing AmeriCorps Application to ensure you have a competitive application.

Revise your Application- General

1. Log into your My.AmeriCorps.gov portal. On the left hand side, choose “Applications”.

My AmeriCorps | Your Place To Manage Your AmeriCorps Experience

HOME

My AmeriCorps

- Member Home
- Applications**
- References
- Submissions
- Search Listings
- My Favorites
- Contact My AmeriCorps

Welcome, Olivia [redacted]

Wellcome to the My AmeriCorps website for applicants, candidates, members, and alumni. This site presents information that will help you before, during and after your service. Please be sure that all of your contact information is up-to-date.

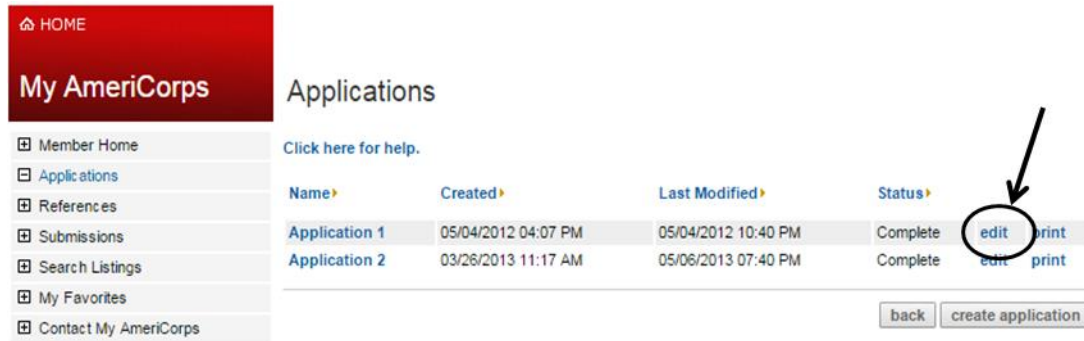
My Information

Name: Olivia [redacted]	Date of Birth: [redacted]
Preferred Name: Olivia	Username: [redacted]
Applicant ID: [redacted]	E-mail: [redacted]@gmail.com
SSN: [redacted]	
SSN Status: Verified-06/08/2012	
Citizenship Status: Verified-06/09/2012	
Veteran/Active Duty/Military Family Status: I am not in the military, a veteran or a family member of someone in the U.S. Armed Forces	

Current Mailing Address:	Permanent Address:
Apt 10 Saint Paul, MN 55105 - 2012	Apt 10 Saint Paul, MN 55105 - 2012
Preferred Phone: [redacted]	Preferred Phone: [redacted]
Other Phone:	Other Phone:
Preferred Method of Communication: E-mail	

[Change Password](#)
[View My Profile](#)
[Edit My Profile](#)
[Edit Security Questions](#)

2. Edit an existing application by clicking “Edit”. You can also create a new application. You can have up to two (2) applications in the My.AmeriCorps system.




Tip: If you have more than one application, make sure you select the correct one to edit!

3. You will be taken to the first page of the 8 page application. You can review and update each section, or you can simply click on the desired section you want to edit.



4. Once are you done editing, you will need to go to the last page of the application (References) to save by clicking “Finish Application”.

Corporation for NATIONAL & COMMUNITY SERVICE  My AmeriCorps Your Place to Manage Your AmeriCorps Experience [Contact My AmeriCorps](#) | [Site Help](#) | [Logout](#) FONT SIZE: [Default](#) | [Large](#)

HOME

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Create Application: step 8 of 8

[Click here for help.](#)

[Motivational Statement](#) > [Skills & Experience](#) > [Education](#) > [Community Service](#) > [Employment History](#) > [Criminal History Questionnaire](#) > [Demographic Information](#) > [References](#)

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.

Name >	Relation >	Created >	Modified >	Completed >	Select >
Robyn [REDACTED]	Job Supervisor	05/06/2013	05/18/2013	Yes	<input checked="" type="checkbox"/>
Brian [REDACTED]	Dean [REDACTED]	05/05/2012	05/05/2012	Yes	<input checked="" type="checkbox"/>
Janet [REDACTED]	College Instructor	05/04/2012	05/31/2012	Yes	<input type="checkbox"/>

[new reference](#) [cancel](#) [previous](#)

Finish Application

General tips for filling out an AmeriCorps Application:

- ❖ If you have not **made changes to your application for 15 minutes or more, you will be locked out of the site**, and any unsaved information will be deleted.
- ❖ **Make sure you complete all required questions on a page before clicking the “next” button.** If you click “next” before completing all the required sections, you’ll get sent back to the page you were on and some of your information may get deleted.
- ❖ **Pay attention to character limits.** If you go over the character limit on a section and click “next” you will be sent back to the page you were on and some of your information may get deleted.
- ❖ **Pay attention to the format they would like you to use when entering numbers** (ex: mm/dd/yyyy for dates) because if you enter them wrong it will not let you go on to the next page, and some of your information may get deleted.
- ❖ **When you click “next” the website will save any information you have entered** on the page IF you have not gone over any character limits, missed any required questions, or entered any information incorrectly.
- ❖ Because your information can get deleted for the reasons listed above, ***we highly recommend that you save your answers in a word document, email or on paper***, as well as on the online application.

Tips for crafting a strong application

Basic Information Section:

- Name should match the name on your driver’s license.
- Summer Reads **does not** offer housing or relocation assistance to VISTA members. Please keep this in mind if you intend to relocate for the position. Literacy VISTAs does offer relocation assistance to VISTA members.
- Applicants **must** be available for the full term of service. Please note the full term of service under the opportunity listing of the position you are interested in.

Motivational Statement Section: (250-500 words)

- Explain why you are applying for AmeriCorps service and how this relates to your personal and professional goals.
- Explain why you are interested in working with children and literacy.
- Describe the experiences in your life that influenced your decision to join AmeriCorps.
- Share the impact community service has had on you or the community.

Skills and Experience Section: (200 characters per section)

- Describe in detail how you have acquired and applied each skill.
- **Do not** simply list work or volunteer experiences.

- Please list any relevant training, certification, or language proficiency.

Education Section:

- Select the highest level of education you will have achieved by the time you start service (Example: Select “college graduate” if you are currently in school and will have completed your degree by June 2014).
- Post-secondary education **is not** a requirement for the Summer Reads VISTA position. You must have a high school diploma or GED by the first day of service.

Community Service Section: (150-250 words)

- **Don’t** check the “I do not have any volunteer experience” box unless you actually don’t have any experience.
- List your most recent volunteer experiences and explain your responsibilities in detail.
- List hours per month for each volunteer position.
- **Don’t** just list your volunteer experiences in your written statement.
 - Explain why you volunteer or want to begin volunteering.
 - Describe what service means to you and what you hope to achieve through a year of service.

Employment Section:

- Explain your reasons for leaving each work position.
- Include **all** employment, even if it is not directly relevant to the VISTA position.
- List number of hours per week for each work position.
- Explain any employment gaps of six months or longer.

Criminal History Questionnaire Section:

- **Don’t** include minor traffic violations (Example: speeding ticket).
- **Do** include anything that would show up on a state or federal background check (Example: petty misdemeanors including those that were expunged). Additional information may be requested.
- Admission of minor crimes does not automatically disqualify you for service but omissions *will* disqualify you.

References Section:

- Your references must be complete **before** submitting your application. Your application **will not** be reviewed until both references are complete.
- Alert your references that they will receive an email from AmeriCorps and send an email reminder to complete the reference questionnaire if necessary.
- Appropriate References: Work or volunteer supervisors, teachers, counselors, coaches, clergy (of a supervisory nature in a professional or educational context)
- Inappropriate References: Family members, friends, coworkers, classmates, peers.
- References should include at least one work or volunteer supervisor (using two teachers is not encouraged).

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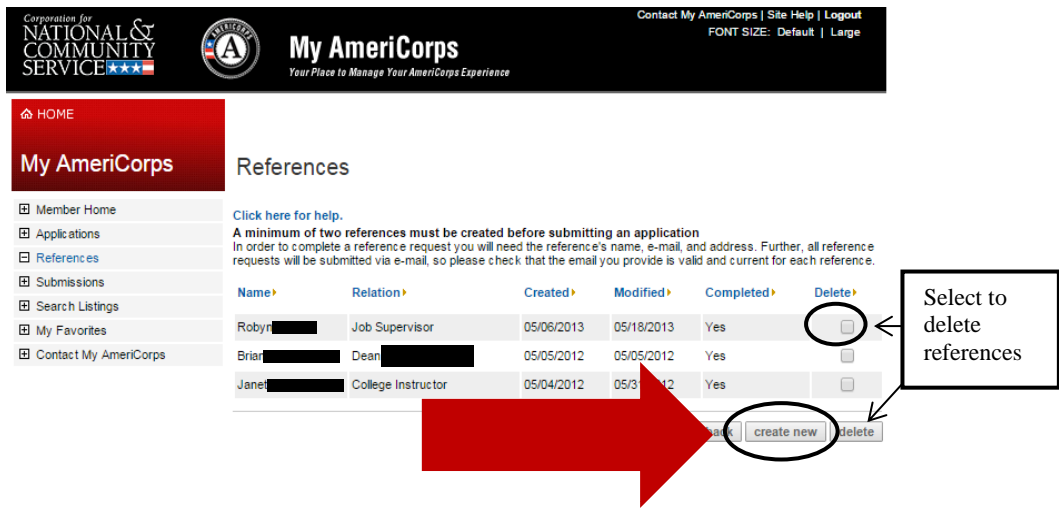
Creating new References:

1. In the left menu, click on the tab labeled “References”.

The screenshot shows the My AmeriCorps website interface. At the top, there is a navigation bar with the Corporation for National & Community Service logo, the My AmeriCorps logo, and links for Contact My AmeriCorps, Site Help, Logout, and Font Size options. Below the navigation bar is a red sidebar menu with the My AmeriCorps logo and a list of navigation items: HOME, Member Home, Applications, References (circled with an arrow), Submissions, Search Listings, My Favorites, and Contact My AmeriCorps. The main content area displays a welcome message for Olivia [redacted] and a 'My Information' section with fields for Name, Preferred Name, Applicant ID, SSN, Date of Birth, Username, E-mail, SSN Status, Citizenship Status, and Veteran/Active Duty/Military Family Status. It also shows Current Mailing Address and Permanent Address fields. At the bottom, there is an 'Applications' table with columns for Name, Created, Last Modified, and Status.

Name	Created	Last Modified	Status
Application 1	05/04/2012	05/04/2012	Complete
Application 2	03/26/2013	05/06/2013	Complete

2. Add a new reference by clicking “Create New”. To remove a reference, you can select and delete them.



When creating a new reference, you must enter a response for every box with an Asterisk (*). The street address can be the business or school you know them from.

The form contains the following fields:

- * First Name: [text input]
- * Last Name: [text input]
- * Email: [text input]
- * Title: [text input]
- Organization/Institution: [text input]
- Is this a foreign (non-US) address? Check here.
- * Street Address 1: [text input]
- Street Address 2: [text input]
- * City: [text input]
- * State: [dropdown menu]
- * Zip: [text input]
- * Zip Extension: [text input]
- Home Phone: [text input] (e.g. 555-555-5555)
- Work Phone: [text input] (e.g. 555-555-5555)

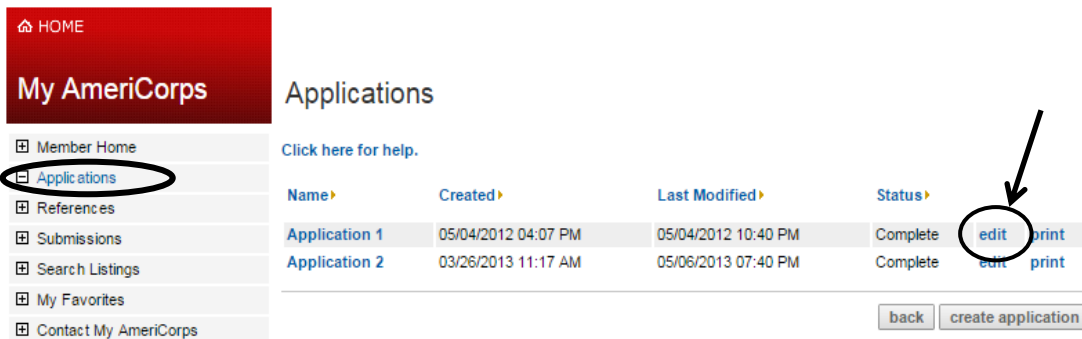
Buttons: Submit, Go back to Application

Find the Zip Extension on USPS website
https://tools.usps.com/go/ZipLookupAction_input

Tips for adding or changing References:

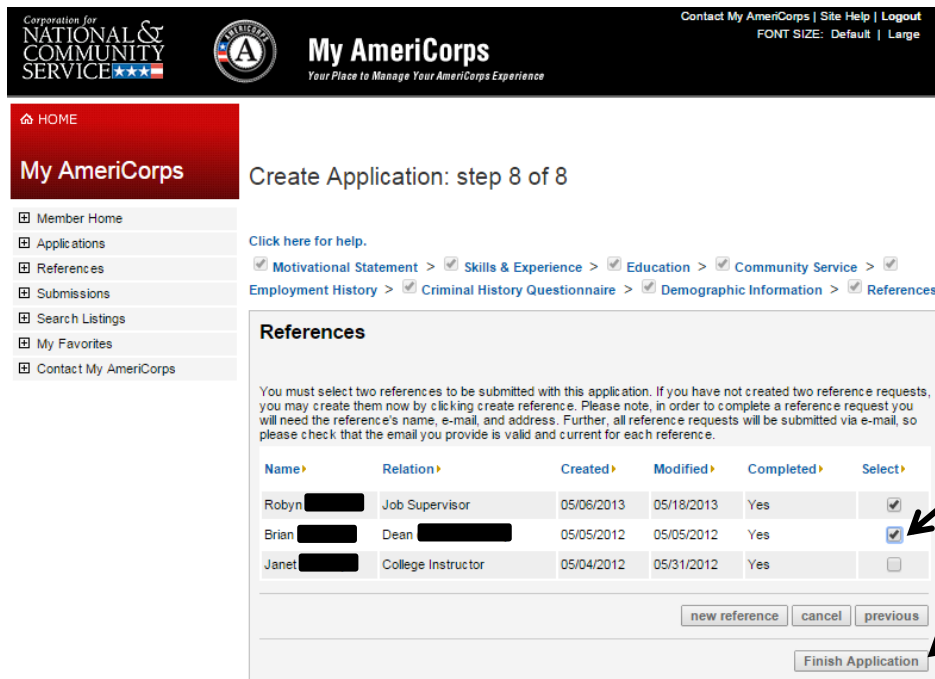
- ❖ Contact your reference(s) to ask them to be a reference before adding them. References will receive an automatic email from AmeriCorps to complete a reference questionnaire online you hit ‘Submit’. Send an email reminder to your reference to complete the questionnaire if necessary.
- ❖ Accepted professional references include: Work or volunteer supervisors, teachers, counselors, coaches, clergy or any person you know in a supervisory nature in a professional or educational context.
- ❖ Unaccepted references include: Family members, friends, coworkers, classmates, peers.
- ❖ We will not accept references that were completed more than 12 months from your application submission date. At least one (1) reference must have been completed within the last 12 months from your application submission.
- ❖ If you are a returning AmeriCorps member, one of your references must be your last AmeriCorps Supervisor.
- ❖ Your application will be reviewed once both references have been completed.

3. Once you have added your new references, you can now go to your Applications page and edit your application.

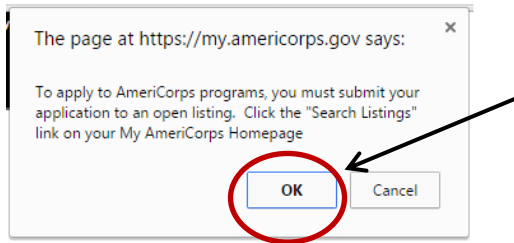


Tip: If you have more than one application, make sure you select the correct one to edit!

4. Go to your Reference page on your application. Once there, you will see all possible references. Select the ones you want. To save click “Finish Application”.



5. You will be prompted with a text box when you click “Finish Application”.



This means your application has been saved. If you have already submitted your application, contact your VISTA coordinator to let them know you have updated your references. If you have not applied to your desired opportunity listing, apply now!

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How to Revise Skills and Interests Section:

1. To add or remove Skills or Interests from your application, you will need to add or remove them from your profile that you created when you first created your My.AmeriCorps.gov account. You can do this from your Applicant Home Page by clicking on ‘Edit my Profile’ on the bottom right corner of your profile information.

The screenshot shows the My AmeriCorps website interface. At the top, there is a navigation bar with the National & Community Service logo, the My AmeriCorps logo, and links for 'Contact My AmeriCorps', 'Site Help', and 'Logout'. Below the navigation bar, there is a red 'HOME' button and a 'My AmeriCorps' section with a list of links: Member Home, Applications, References, Submissions, Search Listings, My Favorites, and Contact My AmeriCorps. The main content area displays a welcome message to 'Olivia' and a 'My Information' section. The 'My Information' section contains the following fields: Name (Olivia), Preferred Name (Olivia), Applicant ID, SSN, Date of Birth, Username, E-mail, SSN Status (Verified-06/08/2012), Citizenship Status (Verified-06/08/2012), and Veteran/Active Duty/Military Family Status (I am not in the military, a veteran or a family member of someone in the U.S. Armed Forces). Below this, there are sections for 'Current Mailing Address' and 'Permanent Address', each with fields for Apt ID, Saint Paul, MN 55105 - 2012, Preferred Phone, Other Phone, and Preferred Method of Communication (E-mail). In the bottom right corner of the 'My Information' section, there are three links: 'Change Password', 'View My Profile', and 'Edit My Profile'. The 'Edit My Profile' link is circled in red, and an arrow points to it from the right side of the page.

2. Scroll to the bottom of the “Update Profile” page until you find the Skills selection area. Select the desired skills you have. You will need to elaborate on each skill in your application.


Listed below are skill areas that some programs find useful and may seek in AmeriCorps applicants. Indicate the skill areas in which you have had training or experience, including volunteer or community service experience. Please note that when you create an application, you will need to elaborate on each of the skills you have selected. This is not an exhaustive list of skills. If you have additional skills, please enter the skill in the 'other' field below.


<input type="checkbox"/> Architectural Planning	<input checked="" type="checkbox"/> Business/Entrepreneur	<input checked="" type="checkbox"/> Communications
<input type="checkbox"/> Community Organization	<input checked="" type="checkbox"/> Computers/Technology	<input type="checkbox"/> Conflict Resolution
<input type="checkbox"/> Counseling	<input checked="" type="checkbox"/> Education	<input checked="" type="checkbox"/> Fine Arts/Crafts
<input type="checkbox"/> First Aid	<input checked="" type="checkbox"/> Fundraising/Grant Writing	<input type="checkbox"/> Law
<input checked="" type="checkbox"/> Leadership	<input type="checkbox"/> Medicine	<input type="checkbox"/> Public Health
<input type="checkbox"/> Public Speaking	<input type="checkbox"/> Recruitment	<input checked="" type="checkbox"/> Teaching/Tutoring
<input type="checkbox"/> Trade/Construction	<input checked="" type="checkbox"/> Writing/Editing	<input type="checkbox"/> Youth Development
<input type="checkbox"/> Environment	<input type="checkbox"/> Non-Profit Management	<input type="checkbox"/> Social Services
<input type="checkbox"/> Urban Planning	<input type="checkbox"/> Disaster Services	<input type="checkbox"/> Veterans
<input type="checkbox"/> Team Work		

Other:

In the space provided below, please provide any additional interest, skill, experience, or additional information that may be helpful in evaluating your application.

200 characters left

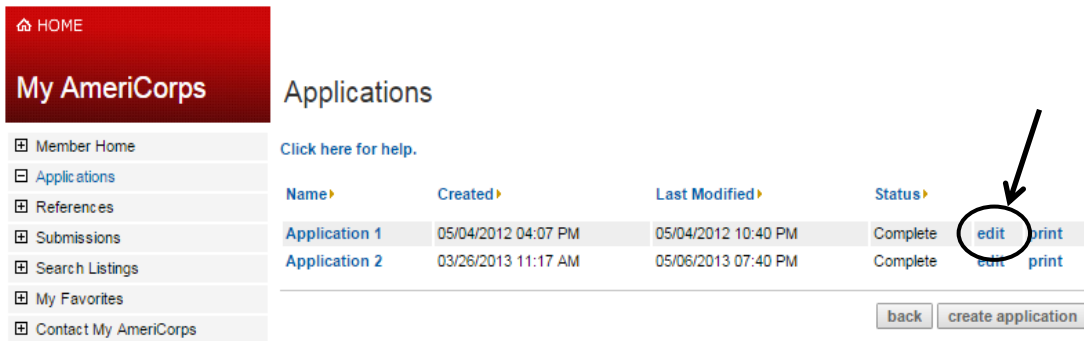
Profile Privacy:  Check here to allow programs to search for and view your profile.

E-mail Notifications:  Check here to receive e-mail notifications.

Once you have selected your skills from the list, click Save. These skills will now be on your application.

Tip: If you already know of an AmeriCorps Listing you are interested in, check their listing to see which skills they desire from their applicants and elaborate on those skills on your application.

3. You can now go back to your Applications page and edit your application.



Tip: If you have more than one application, make sure you select the correct one to edit!

4. You will now be able to see any newly added skills in your application on your “Skills and Experience” Page.

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'.

Fund raising/Grant Writing:

200 characters left

Computers/Technology:

200 characters left

Communications:

200 characters left

Fine Arts/Crafts:

200 characters left

Teaching/Tutoring:

200 characters left

Tips:

- ❖ Each section only allows 200 Characters per skill. If you are unsure of your characters amount, write your responses in a word document and check the character amount. Once you are happy with your writing, paste your responses into the appropriate text box.
- ❖ If you refer to any specific experience or community service (example: 2013 Communications Intern for ABC Community Organization) or a year amount of experience (example: 3 years of tutoring elementary students) you must list them under Experiences or Community Services as well.

5. Once you are finished editing your application, go to the last page of your application “References” and click “Finish Application” to finish and save your edits to your application.

Corporation for NATIONAL & COMMUNITY SERVICE

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Contact My AmeriCorps | Site Help | Logout
FONT SIZE: Default | Large

HOME
My AmeriCorps

Create Application: step 8 of 8

Click here for help.

Motivational Statement > Skills & Experience > Education > Community Service > Employment History > Criminal History Questionnaire > Demographic Information > References

References

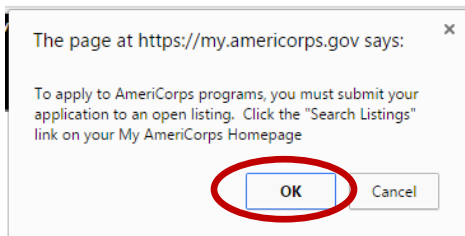
You must select two references to be submitted with this application. If you have not created two reference requests, you may create them now by clicking create reference. Please note, in order to complete a reference request you will need the reference's name, e-mail, and address. Further, all reference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

Name	Relation	Created	Modified	Completed	Select
Robyn	Job Supervisor	05/06/2013	05/18/2013	Yes	<input checked="" type="checkbox"/>
Brian	Dean	05/05/2012	05/05/2012	Yes	<input checked="" type="checkbox"/>
Janet	College Instructor	05/04/2012	05/31/2012	Yes	<input type="checkbox"/>

new reference | cancel | previous

Finish Application

You will be prompted with a text box when you click “Finish Application”.



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