

Basic Information Section:

1. Name should match the name on your driver's license/ID.
2. Applicants must be available full-time for the full term of service (no absences for Personal or vacation time, and no other jobs during the term of service):
 - Most Minnesota Summer Reads positions: 6/11 - 8/05/2018
 - Ely, Kerkhoven and Morris Summer Reads positions: 6/11 - 8/05/2018
 - Summer Reads Outreach Specialists (St Paul): 6/4 - 8/12/2018

Motivational Statement Section: (250-500 words)

1. Explain why you are applying for AmeriCorps service and how this relates to your personal and professional goals.
2. Explain why you are interested in the particular position(s), literacy, or education.
3. Describe the experiences in your life that influenced your decision to join AmeriCorps.
4. Share the impact community service has had on you or the community.
5. Remember, this is your opportunity to "sell" yourself - why should we offer you an interview?

Skills and Experience Section: (200 characters per section)

1. Describe in detail how you have acquired and applied each skill.
2. Do not simply list work or volunteer experiences.
3. Please list any relevant training, certification or language proficiencies.

Education Section:

1. 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 the first day of the service term). If you have started any postsecondary education, select "Some College" or an otherwise appropriate level of education and list all education institutions you have attended with details.

Community Service Section: (150-250 words)

1. Don't check the "I do not have any volunteer experience" box unless you truly don't have ANY experience.
2. List your most recent volunteer experiences and explain your responsibilities in detail.
3. List hours per month for each volunteer position.
4. 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 service.
- If you don't have any or much volunteer experience, explain why you would like to volunteer and what service means to you.

Employment Section:

1. Explain your reasons for leaving each work position.
2. Include all employment, even if it is not directly relevant to the VISTA position.
3. List number of hours per week for each work position.
4. Explain any employment gaps of six months or longer. If you have never been employed, explain this in the comments section.

Criminal History Questionnaire Section:

1. Don't include minor traffic violations (Example: speeding ticket).
2. 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.
3. Minnesota Literacy Council will complete thorough state and federal background checks on all selected candidates.
4. Admission of minor crimes does not automatically disqualify you for service but omissions will disqualify you.

References Section:

1. Your references must be complete before submitting your application. Your application will not be approved until both references are complete.
2. Alert your references that they will receive an email from AmeriCorps and send an email reminder to complete the reference questionnaire if necessary.
3. Appropriate References: Work or volunteer supervisors, teachers, counselors, coaches, clergy. Must be a supervisory-type relationship in a work, education or volunteer setting.
4. Inappropriate References: Family members, friends, coworkers, classmates, peers, informal relationships.
5. References should include at least one work or volunteer supervisor (using two teachers is not encouraged).
6. Consider using two references that can speak to different strengths or skill sets.
7. If you have previously served in national service, include a reference from your supervisor during your previous national service experience