

How to Submit Your AmeriCorps Application:

Legacy Corps for Veterans and Military Families

Below is a guide to help you navigate the application process for joining the AmeriCorps program through Alzheimer's Project. ***If you need assistance please contact the AmeriCorps Hotline at 1-800-942-2677 from 9 AM to 7 PM EST, Monday-Thursday. If you need to contact Alzheimer's Project please contact Laura Copeland at Copeland@alzheimersproject.org or 850-386-2778.***

Step 1: Open your web browser and go to <https://americorps.gov/join> .

Step 2: Scroll down until you reach this section (pictured right). Click on the “Start” button. You may receive a pop-up routing you to the MyAmeriCorps portal; select “Continue”.

Please note that you must follow this instruction guide to the end to successfully to complete all components (profile, application, and submission) for us to receive your application successfully.

Step 2: Apply to become an AmeriCorps member



1. Create a profile

Enter some personal information, your availability, level of education, and skill areas.



START

Step 3: Create a **profile** by entering your information in the boxes provided. Please note there are **four sections** you must fill out to complete your profile, which the portal walks you through. Click “next” in the bottom right corner to advance to each portion of the registration.



Create Profile: Step 1 of 4

Before you get started making a profile, learn more about all of the AmeriCorps programs here. [Learn More](#) (Opens a new window)

[Click here for help.](#)

Please use the following fields to create a profile. Enter your name exactly as it appears on your government-issued identification. Also, you must have a valid e-mail address. An asterisk (*) denotes a required field.

Prefix: Please Select

Preferred Name:

* First Name:

Middle Name/Initial:

* Last Name:

Suffix:

* SSN: eg. 123456789

* Date of Birth: (mm/dd/yyyy)

* E-mail Address:

* Re-enter E-mail Address:

[cancel](#) [previous](#) [next](#)



Create Profile: Step 2 of 4

[Click here for help.](#)

An asterisk (*) denotes a required field.

* Citizenship/Residency Status:

*Citizens of the US include persons born in Puerto Rico, Guam, the US Virgin Islands, and the Northern Mariana Islands. Nationals of the US include persons born in American Samoa, including Swains Island.
**Generally, you are a Lawful Permanent Resident Alien of the US if you are a US permanent resident with (i) a Permanent Resident Card, INS Form I-551; (ii) an Alien Registration Receipt Card, INS Form I-551, (iii) a passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or (iv) a Departure Record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence. NOTE: A student visa does not confer eligibility to enroll in an AmeriCorps program.
*** You are an asylee if you have a Form I-94 with asylum granted stamp; form I-766 with Category "A5", "A05", or "A-5"; or an Order of the Immigration Judge granting asylum.

* City of Birth:

State of Birth:

* Country of Birth: United States of America

* Sex:

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.

* Earliest Availability Date: (mm/dd/yyyy)

* Last Availability Date: (mm/dd/yyyy)

Available indefinitely: ☐

* Are you moving within the next six months? ☐ yes ☐ no

[cancel](#) [previous](#) [next](#)

Step 3 of 4 asks for a current and permanent mailing address - these can be the same. Please note that you must enter a full nine-digit zip code to proceed. If you are unsure what your full zip code is, please visit <https://m.usps.com/m/ZipLookupAction>.



Create Profile: Step 3 of 4

[Click here for help.](#)

To create a profile you must provide a current mailing address. If you move, please update your address. An asterisk (*) denotes a required field.

Current Mailing Address:

[Is this a foreign \(non-US\) address? Click here.](#)

* Street address 1:

Street address 2:

* City:

* State:

* Zip code: -

* Preferred Phone: (e.g. 555-555-5555)

Is this an international phone number? ☐ Click here.

Other Phone: (e.g. 555-555-5555)

Is this an international phone number? ☐ Click here.

* Preferred method of communication: ☐ E-mail ☐ Phone

Permanent Address:

To use your current mailing address as your permanent address [click here](#)

[Is this a foreign \(non-US\) address? Click here.](#)

* Street address 1:

Street address 2:

* City:

* State:

* Zip code: -

* Preferred Phone: (e.g. 555-555-5555)

Is this an international phone number? ☐ Click here.

Other Phone: (e.g. 555-555-5555)

Is this an international phone number? ☐ Click here.

Create Profile: Step 4 of 4

[Click here for help.](#)

An asterisk (*) denotes a required field.

Skills and Experience

* What is the highest level of education you have completed?:

* What is your military, veteran, or family member status? All Honorably Discharged veterans qualify for nomination for the Presidents Volunteer Service Award.
(Check all that apply):

- ☐ I am a veteran
- ☐ I am an active duty member of the U.S. Armed Forces
- ☐ I am a member of the National Guard or Reserve Component
- ☐ I am an immediate family member of a veteran
- ☐ I am an immediate family member of an active duty member of the U.S. Armed Forces
- ☐ I am an immediate family member of a National Guard Member or Reservist
- ☐ I am not in the military, a veteran or a family member of someone in the U.S. Armed Forces

* Are you registered to vote?:

* Is English your primary language? ☐ yes ☐ no

* Do you speak any other languages? ☐ yes ☐ no

* Do you have a valid government-issued driver's license? ☐ yes ☐ no

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 type="checkbox"/> Business/Entrepreneur | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Community Organization | <input type="checkbox"/> Computers/Technology | <input type="checkbox"/> Conflict Resolution |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Education | <input type="checkbox"/> Fine Arts/Crafts |
| <input type="checkbox"/> First Aid | <input type="checkbox"/> Fundraising/Grant Writing | <input type="checkbox"/> Law |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Medicine | <input type="checkbox"/> Public Health |
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Recruitment | <input type="checkbox"/> Teaching/Tutoring |
| <input type="checkbox"/> Trade/Construction | <input 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

If you are asked to enter the name of an educational institution on this page, *you will not be able to type it in.* You must **search** the system by clicking where it says, **“Search for Institutions.”**

An asterisk (*) denotes a required field.

Skills and Experience

* What is the highest level of education you have completed?:

(Search for Institutions)

* Institution Name:

* Type of Degree, Diploma or Certificate:

Step 4: You will see a registration confirmation on your screen.



Registration Confirmation

Applicant Information

Thanks for your registration, [REDACTED]. An e-mail has been sent to you at [REDACTED] with further instructions.

At this point you must **log in to the email account you used to register**. Open the email from AmeriCorps and click on the link to create a username and password for your account. **Be sure to write down your username, password, and any security questions/answers you create for the account. You will need them to log in again.**



Complete Registration for My AmeriCorps

[Click here for help.](#)

Please enter a username and password below. The user name you specify will be used to identify you throughout the system, and may be seen by potential projects and help desk staff, so please choose accordingly. Your password must be at least twelve characters long, contain at least one numeric digit, contain at least one special character (!@#\$%^&*()_+?.,/[]-;=:~<>{}), must contain both upper and lower case letters, and must not contain your username. An asterisk (*) denotes a required field.

* Last Name:

* Last 4 Digits of SSN:

* Date of Birth: (mm/dd/yyyy)

* User Name:

* Password:

* Confirm Password:

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

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



Security Challenge Questions

Please select and answer three security questions. If you should forget your password you will be prompted to answer your Security question correctly before a temporary password will be e-mailed to you. An asterisk (*) indicates a required field.

* Question 1:

* Answer 1:

* Question 2:

* Answer 2:

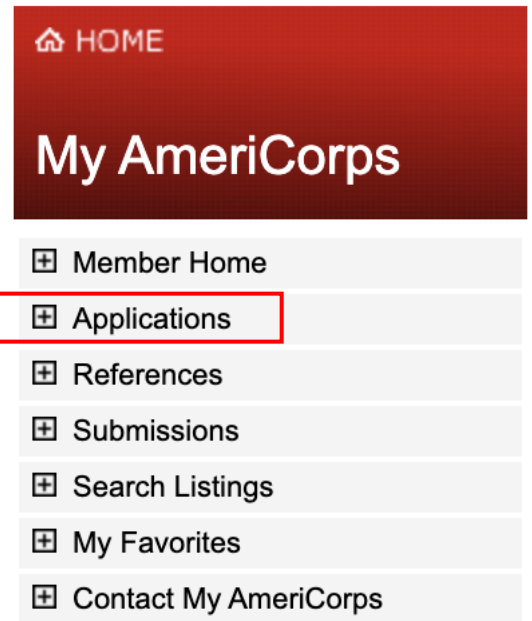
* Question 3:

* Answer 3:

submit

Step 5: You should now successfully be logged into your AmeriCorps account. To reach the login portal at any time, use the link <https://my.americorps.gov/mp/login.do>.

Now that you have a profile, it is time to complete your application. Locate the menu on the left side of the screen. It will look like this image. Click on “Applications.”



Step 6: Locate and click on the “Create Application” button to begin. It will take you to the 8-step application process. The first page should look like the image below. **Please note that the application does not have to be completed in one sitting- just be sure to save your work by clicking the “Save” button near the bottom right corner.** Use the “Next” and “Previous” buttons to navigate to the various components of the application.

A screenshot of the AmeriCorps 'Create Application: step 1 of 8' page. The page has a dark blue header with the AmeriCorps logo and navigation links. A red sidebar on the left contains the 'My AmeriCorps' menu, with 'Applications' selected. The main content area is titled 'Create Application: step 1 of 8' and contains a progress bar with steps: 'Motivational Statement' (selected), 'Skills & Experience', 'Education', 'Community Service', 'Employment History', 'Criminal History Questionnaire', 'Demographic Information', and 'References'. Below the progress bar is a section for the 'Motivational Statement' with a text area and a '3000 characters left' indicator. At the bottom right are buttons for 'save', 'cancel', 'previous', and 'next'.

Step 7: The last page of the application will ask you to submit **two references**. Locate and select the “New Reference” button to get started.

You will be asked to provide some basic information about that person. When the form is complete, click “Submit” and repeat the process for the second reference.

* First Name:

* Last Name:

* Email:

* Title:

Organization/Institution:

Is this a foreign (non-US) address? Check here. ☐

* Street Address 1:

Street Address 2:

* City:

* State:

* Zip:

* Zip Extension:

Home Phone: (e.g. 555-555-5555)

Work Phone: (e.g. 555-555-5555)

Step 8: Now it is time to complete your application for the program. First, use the menu on the left side of the screen to select “Search Listings.” This will take you to a page with some search criteria. Locate the box labeled “Quick Search” and enter the information as shown below. This should look like:

Program Type: **AmeriCorps State/National**

State: **Florida**

Program Name: **Legacy Corps for Veterans**

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

HOME

My AmeriCorps Advanced Listing Search

- Member Home
- Applications
- References
- Submissions
- [Search Listings](#)
- My Favorites
- Contact My AmeriCorps

Welcome to the My AmeriCorps "Advanced Search" page, a quick and easy way to find AmeriCorps national service opportunities that are suited to your particular skills, interests, and circumstances.

The simplest advanced search involves three steps: selecting the issue area (or areas) of interest to you; selecting one or more geographic area where you would be interested in serving; and clicking the "Search" button.

To narrow down your search further, you have the option of entering additional information about yourself before clicking the "Search" button, such as the particular program you would like to participate in, any specialized skills you might have, and whether you are looking for full time, part time, or summer service opportunities. These optional questions appear toward the right side of the search form.

Clicking the "Search" button will take you to a listing of opportunities that fit the criteria you entered, including: the name and a brief description of the organization offering the position; the AmeriCorps program - State and National, VISTA or NCCC - that the opportunity is connected with; the dates accepting applications; and the location of the service opportunity. Further help on this Advanced Search page can be found by [clicking here](#).

Links from the page will take you directly to a detailed description of the available position, as well as to an online application form. Remember, though, that to apply for a position, you must first create a profile. But don't worry - if you apply for an opportunity but haven't created a profile yet, you will still be asked to create one as part of the application process.

Questions?
Call 1-800-942-2677 or submit a [help request](#)

To search for programs, you may use either the Quick Search or Advanced Search option.

Quick Search
To search for programs by type and/or location, or to find a specific program name, please use the fields below.

Program Type: **AmeriCorps State / National**


State: **FLORIDA**

Program Name: **Legacy Corps for Veterans**

☐ Include programs not currently accepting applications?

Search

Step 9: The list of Florida sites all will look the same - click on each position title until you find the listing for our site, pictured below (**site 84126**). Click the “Apply Now” button at the bottom of our page listing.



[Contact My AmeriCorps](#) | [Site Help](#) | [Logout](#)
 FONT SIZE: [Default](#) | [Large](#)


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Search Results

Following is a listing of opportunities that fit the criteria you entered, including: the name and a brief description of the AmeriCorps program - State and National, VISTA or NCCC - that the opportunity is connected with; the dates accept service opportunity.







Links from this page will take you directly to a detailed description of the available position, as well as to an online apply for a position, you must first create a profile. But don't worry - if you apply for an opportunity but haven't create one as part of the application process.


[Click here for help.](#)

 **Accepting Applications Now**

Search for option with Laura Copeland as the contact.

Results 1 Through 6

Program Name ▼	Program Type ▶	Accepting Applications
 Legacy Corps for Veterans and Military Families Legacy Corps for Veterans and Military Families (LCVMF) provides caregiver support services by and for veterans	SN	07/15/2020 - 04/15/2021
 Legacy Corps for Veterans and Military Families Legacy Corps for Veterans and Military Families (LCVMF) provides caregiver support services by and for veterans	SN	07/15/2020 - 02/15/2021
 Legacy Corps for Veterans and Military Families Legacy Corps for Veterans and Military Families (LCVMF) provides caregiver support services by and for veterans	SN	07/15/2020 - 04/15/2021
 Legacy Corps for Veterans and Military Families Legacy Corps for Veterans and Military Families (LCVMF) provides caregiver support services by and for veterans	SN	07/15/2020 - 04/15/2021
 Legacy Corps for Veterans and Military Families Legacy Corps for Veterans and Military Families (LCVMF) provides caregiver support services by and for veterans	SN	07/15/2020 - 02/15/2021
 Legacy Corps for Veterans and Military Families Legacy Corps for Veterans and Military Families (LCVMF) provides caregiver support services by and for veterans	SN	07/13/2020 - 01/15/2021



Step 10: Using the system prompts, select your application to attach and answer the questions in the “Certification” section. Finally, click “Submit” in the bottom right corner.

Congratulations, you have officially submitted your online application! If your application meets our qualifications, we will reach out to you with an interview invitation.