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 <u>to the end</u> to successfully to complete <u>all components</u> (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.

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 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?: [Please Select ▾]

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

☐ 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.

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

[cancel] [previous] [finish]

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?: [College graduate ▾]

(Search for Institutions) ←

* Institution Name: [   ]
* Type of Degree, Diploma or Certificate: [Select ▾]

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

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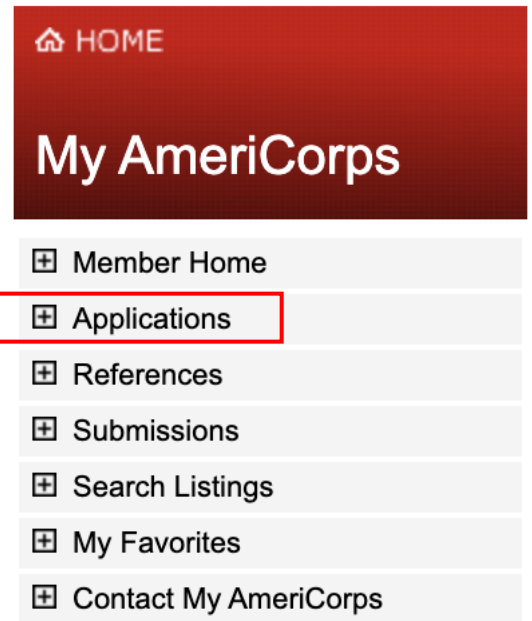
Step 5: You should now successfully be logged into your AmeriCorps account. To reach the login portal at any time, use the link https://my.americorps.gov/mp/login.do.

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.

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)

Submit   Go back to Application

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

⊞ Member Home
⊞ Applications
⊞ References
⊞ Submissions
⊟ Search Listings
⊞ My Favorites
⊞ Contact My AmeriCorps

Advanced Listing Search

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.

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.