Detailed Application Instructions

- Find a computer with internet access.
- In your browser type in my.americorps.gov and hit enter to go to site.
- Click on '"Apply to Serve" located just below the middle section of the page.

Create your Member Profile

1. After you click on "Apply to Serve" you will be directed to Step 1 of creating your Member Profile-
   a. Please fill in all required information (every box with an asterisk).
   b. Your Social Security Number will be used to track whether you have applied and/or served with AmeriCorps in the past.
   c. Be sure to use an accurate and current email address as this is how you will be contacted to move forward in the application process.
2. Step 2 of creating your profile has to do with Residency and Citizenship status. To serve in AmeriCorps you must be a United States Citizen, U.S. National, or a Lawful Permanent Resident Alien of the US-
   a. Please select which box applies to you.
   b. Fill in your earliest available date.
   c. If you plan to move to join Intermountain AmeriCorps, please specify your approximate move date.
3. Step 3 of creating your Member Profile lists both your permanent address and your mailing address-
   a. Even if the addresses are the same, you still need to fill out both sections.
4. Step 4 of the Member Profile-
   a. List your highest level of education completed.
   b. Check the boxes of the skills that you possess.
   c. Registration completion. Once finished you will be directed to check your email inbox for further instructions.

- Check your inbox for an email from recruitment@americorps.gov confirming your registration with a link back to the my.americorps.gov website. Follow the link to the log in page.
- Create a unique username and password. Note that the password must contain at least one uppercase letter, one lowercase letter, and one symbol. BE SURE TO SAVE YOUR USERNAME AND PASSWORD!!!   *This is how you will log into the system in the future, as well as how you will access your education award upon successful completion of your service term.

Fill Out the Application

- In the upper left hand section of the screen click on "Applications" to create a new application.
- There are eight sections of the application to complete. Be sure to save often as the system tends to log you out after 15 minutes. To save ensure that you hit the "Next" button at the bottom of the screen before proceeding to the next step, otherwise information you input will be lost. You may hit the "Next" button to save, then go back to the previous screen to continue filling out your information.

1. **Motivational Statement-** Explain your motivation for National Service (3,000 character limit). To save time, "cut and paste" from a word processing document. Also, you can click the save button to save your document while you are typing.
2. **Skills and Experience-** Text boxes have a 250 character limit. Fill in as much information as possible that pertains to you.
3. **Education-** Be thorough. Fill out all areas.
4. **Community Service-** Complete all necessary fields.
5. **Employment History**- Be thorough, complete all information.
6. **Criminal History-** Be honest. Intermountain AmeriCorps conducts criminal background checks.
7. **Optional Information-** Optional; you are not required to fill out this section.
8. **References-** You must have two professional references. Requests will be sent to the email address of your reference. Fill in all required information (all sections with asterisks)-

* First Name:	
* Last Name:	
* Email:	
* Title:	
* Organization/Institution:	
Is this a foreign (non-US) address? Click 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)

Click here to e-mail a reference request to the contact provided above.

- Be sure to click where it says "click here" so the reference request will be sent!

- Acceptable references include work supervisors, volunteer supervisors, professors, teachers, counselors, clergy, or coaches. Unacceptable references include family members, peers, classmates, or friends.

Submit your Application

- Return to the "Apply to Serve" page on our website http://www.intermountainac.com/application_process.htm . To submit your application, follow the instructions outlined in step 2.
- Be sure to complete the certification page after submitting your application.
- If you have any questions, contact our Recruitment Coordinator by email at gettingthingsdone@intermountainac.com or by phone at (509) 662-6156 ext. 251.