Name: _____ Phone: _____

I would like to be considered for the following position:

☐ **Full-time:** 35-40 hours per week; Aug. 16 – Aug. 14; 1,700 hours

☐ **Part-time:** 25-30 hours per week; Aug. 16 – May 31 or July 31; 900 hours

☐ **Quarter-time (Federal Work Study):** 15 hours per week; Aug. 16 – May 31; 450 hours

☐ **Summer:** 35-40 hours per week; June 1 – Aug. 15; 300 hours

Belleville AmeriCorps

Application Instructions

This application asks you to describe the skills and experience you offer to Belleville AmeriCorps, as well as the reason why you hope to be selected. Consider each section carefully and respond to the best of your ability. Think about your role in service activities, membership in community organizations, academic experiences and personal talents. Take into account everything from your past and present. Your application and personal references help create a full picture of you and what you will bring to national service. Make sure that this application accurately reflects all the qualities that make you a good candidate for Belleville AmeriCorps.

Submission Instructions:

Applications are accepted on a rolling basis until all positions are filled. Generally, the preferred application dates are May 1 for summer positions and July 15 for all other positions.

1. Please submit three professional references with your application. Please do not include references from family members or personal friends. References should complete one of the attached Confidential Reference Forms, place it in a sealed envelope and sign over the seal. The applicant will then submit the reference forms with the application packet.
2. Please submit an unofficial college transcript with your application. (Note: If you are applying for a summer position, a transcript is not required.)
3. Applications may be hand-delivered to the College Activities office at Southwestern Illinois College in Belleville or mailed to the following address:

Belleville AmeriCorps
2500 Carlyle Avenue
Belleville, IL 62221

Selection Process:

- While there is no typical AmeriCorps member, all people selected for AmeriCorps will demonstrate a commitment to service, a willingness to use their time and abilities to improve the lives of others, and an interest in learning new skills. Through their service, they will bring to life the AmeriCorps ethic of community and responsibility.

- Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. Belleville AmeriCorps provides reasonable accommodations for qualified individuals and conducts all activities in fully accessible settings.

- Once your application is complete, Belleville AmeriCorps staff will contact you if you are selected for an interview. If you are selected to move on in the application process, you may be required to participate in a second interview with a site supervisor.

- For general program questions, please refer to our website at SWIC.edu/americorps. For questions regarding the status of your application, please contact the Belleville AmeriCorps office at 618-235-2700, ext. 5709.

Please print or type

Applicant Information

Name	Phone Number
Street Address	City
State	Zip Code
E-mail Address	Will you be 17 years old or older as of the start date of service? □ yes □ no
Are you a U.S. citizen, national or lawful permanent resident alien? □ yes □ no	Do you qualify for Federal Work Study? □ yes □ no

Education

Please check the highest grade you have completed:

High School □ 9 □ 10 □ 11 □ 12	**GED** □ yes □ no
College □ 1 □ 2 □ 3 □ 4	**Graduate School** □ 1 □ 2 □ 3 □ 4

Beginning with ninth grade, list the educational institutions you have attended:

School/Institution	City/State	Dates Attended	Area of Study	Degree/Certificate	Date Received
1.					
2.					
3.					
4.					
5.					

Employment Record

Please describe your employment record. List the last four positions you have held. Be sure to include any experience you have which may be relevant to your service as a Belleville AmeriCorps member. You may attach a résumé if you wish.

Employer	Position	Dates	Reason for Leaving	Supervisor	Phone Number
1.					
2.					
3.					
4.					
Are you currently on lay-off status, subject to recall? ☐ yes ☐ no					

Volunteer Experience

List and describe any volunteer experience and/or community involvement.

Activity Description	Organization	Dates
1.		
2.		
3.		
4.		
5.		

Availability

Place an "X" in the appropriate boxes to indicate the times you are available to serve with Belleville AmeriCorps.

Monday	Tuesday	Wednesday	Thursday	Friday
8:00am- 9:00am	8:00am- 9:00am	8:00am- 9:00am	8:00am- 9:00am	8:00am- 9:00am
9:00am -10:00am	9:00am-10:00am	9:00am-10:00am	9:00am-10:00am	9:00am-10:00am
10:00am -11:00am	10:00am-11:00am	10:00am-11:00am	10:00am-11:00am	10:00am-11:00am
11:00am-12:00pm	11:00am-12:00pm	11:00am-12:00pm	11:00am-12:00pm	11:00am-12:00pm
12:00pm-1:00pm	12:00pm-1:00pm	12:00pm-1:00pm	12:00pm-1:00pm	12:00pm-1:00pm
1:00pm-2:00pm	1:00pm-2:00pm	1:00pm-2:00pm	1:00pm-2:00pm	1:00pm-2:00pm
2:00pm-3:00pm	2:00pm-3:00pm	2:00pm-3:00pm	2:00pm-3:00pm	2:00pm-3:00pm
3:00pm-4:00pm	3:00pm-4:00pm	3:00pm-4:00pm	3:00pm-4:00pm	3:00pm-4:00pm
4:00pm-5:00pm	4:00pm-5:00pm	4:00pm-5:00pm	4:00pm-5:00pm	4:00pm-5:00pm

Personal Statement

Please respond to each question using 200 words or less for each answer. Please type or print.

Why do you want to participate in Belleville AmeriCorps?

What will you do, as a participant, to ensure the success of the Belleville AmeriCorps program?

Briefly explain how your professional, volunteer and educational experiences would be helpful to you as a Belleville AmeriCorps member.

Have you ever been convicted of a felony? □ yes (list below) □ no

Type of Conviction	Date	Disposition
1.		
2.		
3.		

Optional Demographic Information

Describe your ethnic background:

□ African American □ Hispanic/Latino □ American Indian/Alaskan Native
□ White/Non-Hispanic □ Asian American/Pacific Islander □ Other

Do you have any special needs that require accommodation? □ yes □ no
Specify _____

Does your family receive public assistance (e.g. TANF, Food Stamps, Medical Card)? □ yes □ no
If yes, please specify _____

Total annual household income from all sources $_____

How many people reside in your household? _____

Date of birth _____

Certification of Applicant:

The statements that I have made in this application are true and complete to the best of my knowledge and I understand that any alteration or concealment of a material fact will result in my disqualification before appointment or dismissal after appointment. I understand that Southwestern Illinois College is a drug-free workplace and that I must be drug-free at the time of appointment and throughout my term of service. I will be required to submit to a criminal background check. I hereby authorize Southwestern Illinois College or its representative to investigate my background, including but not limited to past employment, military and police records. My permission is hereby given to any and all persons, agencies, corporations, firms or associations to release any and all such information, records or other documents to Southwestern Illinois College or its representative for its inspection and copying. A copy hereof shall be considered equally authentic as the original.

_____
Signature

_____
Date

SOUTHWESTERN™
ILLINOIS COLLEGE

Belleville AmeriCorps

Confidential Reference Form

Estimated completion time: 30 minutes

Applicant's Name:
Reference's Name:
Company/Organization:
Address:
City/State/Zip:
Phone Number:

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Dear Friend of AmeriCorps:

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As part of the Corporation for National and Community Service, Belleville AmeriCorps strives to support neighborhood and school efforts to strengthen the community.

To carry out the mission, Belleville AmeriCorps members:

- Increase academic success by tutoring
- Encourage community engagement through youth and adult volunteerism
- Provide positive recreational and enrichment activities for youth during after-school hours and summer months
- Promote computer literacy in children

Serving as an AmeriCorps member involves a significant committment and many challenges. Therefore, we would appreciate your honest appraisal of the applicant's qualifications to serve. Although you may know the applicant in only one capacity, such as supervisor or teacher, please try to respond to each section.

There are several options for completing this form. Please check one:

☐ A. I will complete those sections of the form of which I have knowledge.

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After completing the reference form, please place it in an envelope, seal the envelope, and sign your name in the area over the seal. The applicant will include references with his or her application packet.

I am (was) the applicant's:

☐ Job supervisor from _____ to _____
Name of company _____

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Name of organization _____

☐ Co-worker from _____ to _____

☐ Employee from _____ to _____

☐ Teacher from _____ to _____

☐ Other from _____ to _____
Please specify _____

Section I: Motivation And Commitment

An applicant's personality and life goals should be consistent with volunteer service under challenging conditions. Applicants should be willing to give of themselves. They should not have rigid or overly high expectations about service, and joining AmeriCorps should relate to their past experiences and future plans.

A. From your knowledge, please give an example of a significant commitment that the applicant has fulfilled:

_____

_____

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_____

Express your concerns, if any, about the applicant's ability to fulfill a commitment:

_____

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Section II: Work Skills And Knowledge

AmeriCorps members must be able to use their skills and knowledge in setting goals, recognizing and solving problems, and effectively communicating with others. Members must also be able to identify resources, which are often scarce, and use them appropriately.

A. The kinds of experience listed below have proven to be useful indicators of successful performance as a member. From your knowledge of the applicant, how well do you think he or she has performed each of the following:

	Not Applicable	Poorly	Adequately	Very Well	Outstanding
1. Provided leadership/supervision	☐	☐	☐	☐	☐
2. Worked under minimal supervision	☐	☐	☐	☐	☐
3. Been a self-starter	☐	☐	☐	☐	☐
4. Worked with limited resources and equipment	☐	☐	☐	☐	☐

B. Please describe how the applicant has demonstrated the above behaviors:

_____

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_____

Express your concerns, if any, about the applicant's work-related skills and attitude:

_____

_____

_____

Section III: Social Sensitivity

AmeriCorps members must be willing and able to observe, accept or in some effective way cope with the ideas and behaviors of others. This includes the ability to understand the experiences and problems of others.

A. From your knowledge of the applicant, how well do you think he or she has demonstrated the following in his or her life:

	Not Applicable	Poorly	Adequately	Very Well	Outstanding
1. Responded to the need(s) of others	☐	☐	☐	☐	☐
2. Adapted to new customs	☐	☐	☐	☐	☐
3. Worked with people of different backgrounds	☐	☐	☐	☐	☐

B. Please describe how the applicant has worked with people of different backgrounds:

_____

_____

_____

_____

Express your concerns, if any, about the applicant's ability to work with diverse groups:

_____

_____

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Section V: Additional Comments

A. Please describe notable abilities, interests, skills or experiences of the applicant relevant to AmeriCorps service:

_____

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B. If applicable, please describe any reservations you have about the applicant's ability to serve as an AmeriCorps member:

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Section VI: Overall Recommendation

Please check one of the following to summarize your overall recommendation of the applicant:

- ☐ I recommend the applicant without reservation as an excellent prospect for AmeriCorps.
- ☐ On the whole, I recommend the applicant as a good prospect for AmeriCorps service.
- ☐ I have some reservations but feel that he or she has a reasonable chance of success in AmeriCorps. (Please explain in Section V above.)
- ☐ I have substantial doubts about the applicant's suitability for AmeriCorps service. (Please explain in Section V above.)

Confidentiality Statement

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Signature _____ Date _____

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Belleville AmeriCorps

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