



Community Youth Services AmeriCorps Application Instructions

If you are interested in filling out an application for the Youth In Service or the Washington Reading Corps Programs, please follow the step-by-step directions below to apply online. You may also e-mail astanton@communityyouthservices.org or call Allen Stanton at (360) 943-0780, ext. 161 (Olympia area) or toll free at 1-888-698-1816, ext. 161 to request a paper or electronic version of our application. VISTA members must fill out an on-line application. If you choose to fill out a paper application, please know it is your responsibility to send the reference forms to your references and to make sure the forms are returned to us as soon as possible. All mail concerning applications should be addressed to:

Allen Stanton
Community Youth Services
711 State Ave NE
Olympia, WA 98506

How to fill out an on-line application

Before accessing the on-line application have the following available:

- ◆ Your past employment and volunteer information.
- ◆ Contact information for two professional references, including email address. References from past employers, volunteer supervisors, teachers and/or clergy members are ideal.

1. Go to the AmeriCorps recruitment website - <https://my.americorps.gov/mp/login.do>
2. Register by creating a User ID and password.
3. Click on "**Applicant Home**" Click on "**Applications**" Fill out the 8 steps of the application.
 - i. **Employment History**
 - ii. **Skills & Experience**
 - iii. **Community Service**
 - iv. **Education**
 - v. **Motivational Statement** (You will have twenty minutes to answer this prompt "We would like to understand more about you and your reasons for applying to AmeriCorps. Take a few minutes and consider those experiences that have made you the person you are today. Please share with us one of these experiences and how it sparked your interest in community service." We suggest typing your answer beforehand and cutting and pasting when you reach this section)
 - vi. **Criminal History**
 - vii. **Optional Information**
 - viii. **References** (You must submit a valid email address for your references; they will receive an email providing a link to the on-line reference form that

they must complete. We recommend you follow up with them to make sure they received the link. YOU are responsible for making sure your references forms are returned to us.)

4. Once your application is complete click on “**Search Listings**”.
5. Select “**Washington**” from the State Drop Down Menu; Then enter “**CYS 08**” into the Program Name Field. Click on “**Search**”; you should get back descriptions for all the AmeriCorps positions offered through Community Youth Services this year.
6. Select the position you are interested in by clicking on its title; then clicking the “**Apply Now**” button at the bottom of the next screen.
7. You will be asked to certify that your application is true and correct. Once you check the certification box and click “**Submit**” your application will be submitted.

What happens after I submit my application?

1. Once your application is submitted, we will send you a Certification page to sign in ink and return to us. This certifies that your statements are true, accurate and complete to the best of your knowledge.
2. You will spend some time reviewing program information on our website (www.communityyouthservices.org) and write a brief Statement of Understanding about what you know about our program and how you can contribute to our team. We believe that everyone has something to offer and this is a way for you to tell us about yourself and your understanding of our program. In a couple paragraphs (no more than 150 words) write about your interests, skills, passions, talents and/or hobbies and how they will help you with your service. Your Statement of Understanding must be turned in before an interview can be scheduled.
3. You will receive a welcome email or letter from Community Youth Services (CYS) staff that will include information about our program, a copy of the Certification page and a reminder about missing paperwork (we must receive 2 references, a signed Certification page, and your Statement of Understanding before an interview can be scheduled). You will have two weeks to get all of your paperwork in or your application will become “inactive”.
4. Once we have all your paperwork and your references are approved, a staff person will call you to set up an interview (they are held at the CYS office in Olympia – if you live more than an hour’s drive away, you can request a phone interview).
5. Your CYS interview will last up to 1½ hours. We expect applicants to review information on our website before you arrive. If you do not have access to the internet, please call and request an informational packet.
6. If your CYS interview is successful, then your application materials will be sent to your 1st choice site and the site supervisor will contact you to set up an interview with her/him.
7. If your Site interview is successful, you will be accepted into our program! Youth In Service positions start on Aug. 16th. Reading Corps positions start on Sep 1st. Required documentation includes: Social Security card, driver’s license /photo ID, state birth certificate and car insurance information (if driving a car for your service).
8. If your first Site interview is not successful (sometimes you are in competition with other applicants or sites are looking for members with specific skills), then we will send your application materials to your 2nd choice site. You can interview at up to 3 sites and then, if still unsuccessful, CYS staff will determine the next steps.