Clayton State University AmeriCorps Program

Applicant Packet Checklist

Thank you for your interest in the AmeriCorps Program at Clayton State University. The benefits of being involved in the program will be well worth your time and energy. You will become a Member of an elite group of Americans who are dedicated to community causes and are affecting change one person and one project at a time.

Here's a checklist to help you successfully complete your application process:

Verification Items:

(Please note we will need to view original/official documents. Please bring the original of all requested documents with your completed application packet and copies will be made for your file and the originals will be returned to you immediately.)

- ☐ Valid Driver's License
- ☐ Social Security Card or Permanent Resident Registration Card
- ☐ Birth Certificate
- ☐ High School Diploma or Final High School Transcript listing graduate date
- ☐ One letter of recommendation by a faculty, staff, or community member who is of no relation to you
- ☐ Two recommendation forms completed by a faculty/staff member

Informational Sessions: (It is mandatory for all applicants to attend at least one information session)

- ☐ Wednesday, March 14th – Laker Lounge (SAC) – 5pm-6:30pm
- ☐ Friday, March 23rd – SAC Ballroom C – 1pm-2:30pm
- ☐ Friday, March 30th – SAC Ballroom C – 1pm-2:30pm
- ☐ Tuesday, April 3rd – SAC Ballroom C – 6pm-7:30pm

Group Interview:

- ☐ Friday, April 27th – CSU East 1pm – 5pm

Individual Interviews:

- ☐ Monday, May 7th – Friday, May 11th

Background and Criminal Investigation:

If selected you will be require to complete a background check with the Clayton County Police, which is a requirement of the Clayton County Department of Education. This background Investigation is FREE.

Training Certification:

If selected for the program, you will be required to go through intense tutor and civic engagement training to become an AmeriCorps Member. The materials used will be yours to keep once you complete the program. There is a $50.00 fee for training materials that you will need to submit if selected for the program.

APPLICATION PACKET WILL NOT BE CONSIDERED COMPLETE UNLESS ALL VERIFICATION ITEMS LISTED ABOVE ARE SUBMITTED TOGETHER WITH THE AMERICORPS APPLICATION

The AmeriCorps Application final deadline is Friday, April 13, 2018 by 5pm! Submit all applications to the Department of Campus Life Office, located in the Student Activities Center.

Campus Life!

Clayton State University AmeriCorps Program

2018-2019 AMERICORPS MEMBER APPLICATION

Applications are due Friday, April 13th, 2018 by 5pm

Application Packet will not be considered complete unless all verification items are submitted togther with the AmeriCorps Application to the Department of Campus Life Office, located in the Student Activities Center

PERSONAL PROFILE

Full Name: _____
LAST FIRST MIDDLE

Permanent Address: _____
NUMBER AND STREET CITY STATE ZIP

Campus P.O. Box (If applicable):_____ **Laker ID #:** _____

Phone: _____ **Alternate Phone:**_____

E-mail: _____

Date of Birth: _____/_____/_____ **Gender:** _____
Month Day Year

Are you a United States citizen, U.S. National or Lawful Permanent Resident? ___ Yes ___ No

If you are a lawful permanent resident, what is your registration number and card expiration date?
_____

EDUCATIONAL BACKGROUND

Enrollment Status: ____ Full-time _____ Part-time _____ Joint Enrollment

Classification: ___Freshman ___Sophomore ___Junior ___Senior ___Graduate Student

Major: _____ **Minor:** _____

Total Credits:_____ **Expected Graduation Date:** _____

Major GPA: _____ **Overall GPA:** _____

(Your signature on this application gives Campus Life permission to verify your academic standing. You must have a 2.5 overall GPA by the end of Spring 2018 semester to be selected)

Class Schedule *(AmeriCorps members must be available on at least 15 hours Monday – Friday to tutor between the hours of 8am-4pm):*

Class	Day	Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are you available on Saturdays? ____ Yes _____ No

Clayton State University AmeriCorps Program

SPECIFIC QUALIFICATIONS

Have you ever worked/volunteered with high school students? ____Yes ____ No-- If yes, When? _____
_____
_____

Have you ever worked/volunteered with disadvantaged, underserved populations? ___Yes___ No-- If yes, When?
_____
_____

Have you previously served in AmeriCorps? _____ Yes _____ No—If yes, When and with what program?
_____
Did you complete your term of service? _____ Yes _____ No

Do you have reliable transportation? _____ Yes _____ No *(This position will require you to commute to Clayton County high schools to tutor and to volunteer projects throughout the year).*

EMPLOYMENT HISTORY

(Please list current or most recent employer first)

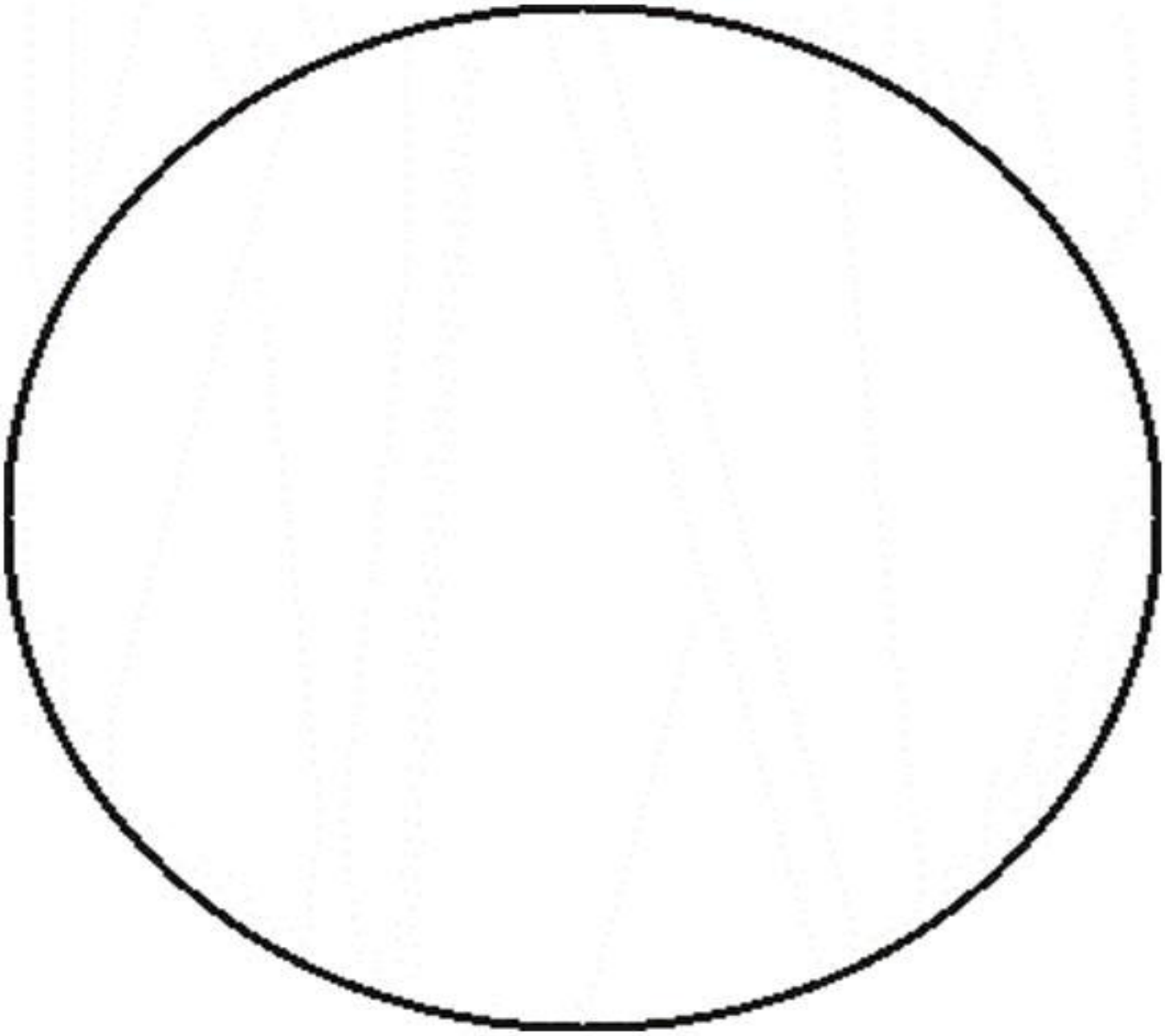
Employer: _____ Supervisor: _____
Position Held: _____ From_____ To _____
Position Description: _____
_____
May we contact? _____Yes _____ No Phone: _____

Employer: _____ Supervisor: _____
Position Held: _____ From_____ To _____
Position Description: _____
_____
May we contact? _____Yes _____ No Phone: _____

Employer: _____ Supervisor: _____
Position Held: _____ From_____ To _____
Position Description: _____
_____
May we contact? _____Yes _____ No Phone: _____

Clayton State University AmeriCorps Program

The responsibilities and duties of the AmeriCorps Program require AmeriCorps Members to dedicate a large portion of their time to the program, approximatley 20 hours a week. On the Pie Chart located below indicate and label how much time you spend participating in extracurricular and cocurricular activities.



Provide an example of a time when you as a youth needed motivation to succeed. Now describe how you as a mentor would handle the situation and motivate the 'younger you'.

PMA stands for Positive Mental Attitude - in the AmeriCorps Program we use PMA to boost morale in order to "get things done!" What does PMA mean to you?

Give an example of when you had to adapt to a change that initially you weren't willing to make? How did this change help you grow?

_____
_____
_____
_____
_____
_____

Why do you want to become a part of the Clayton State University AmeriCorps Program? What do you see yourself gaining if you were selected as an AmeriCorps Member? Secondly, how will the AmeriCorps Program and your potential fellow Corps Members benefit from your selection?

_____
_____
_____
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_____
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CERTIFICATION

By signing and submitting this application for consideration in the AmeriCorps Tutorial Program with Clayton State University, I certify that all of the statements made on this application are true, correct, and complete to the best of my knowledge, and are made in good faith. Misinformation or omission of information could result in disqualification or termination as an AmeriCorps member. If I am selected for participation in the Clayton State University AmeriCorps Program, I will be required to submit to a criminal history check and background investigation to ensure that I am eligible to work with youth in the Public School System.

I also understand that the principal purpose for requesting this personal information is to process my application for acceptance into the Clayton State University AmeriCorps Program and for other general routine purposes associated with my participation in the AmeriCorps Program.

The Clayton State University AmeriCorps Program is available to all without regard to race, color, national origin, disability, age, gender, sexual orientation, religion, political affiliation or other non-merit factors.

_____ _____
Applicant Signature Date

_____
Printed Name

Clayton State University AmeriCorps Program

Recommendation Form
Applicant Name: _____

Job Description: AmeriCorps is a national service program designed to connect Americans in intensive service to meet critical community needs. AmeriCorps Members are part of a team of service leaders who engage in 675 hours of community service over the course of a 10 month period with a focus on tutoring and mentoring local high school students. The applicant named above has chosen you to let us know more about him/her as we consider him/her in the selection process.

To be completed by the person submitting the recommendation only*

Name: _____ Title/Position: _____
Campus/Address:_____
Phone: _____ Email: _____
How long have you known the applicant and in what capacity? _____
_____

Please complete the chart below, noting how you would evaluate this applicant on each quality/characteristic.

Please answer the following questions*

Evaluate the applicant's ability to work with others. What qualities help or hinder the applicant? _____

The AmeriCorps Applicant Displays the below qualities/characteristics:	**Strongly Agree**	**Agree**	**Neutral**	**Disagree**	**Strongly Disagree**	**Unable to Judge**
Intellectual Ability						
Ability to work with others						
Ability to work independently						
Effective Communication Skills						
Positive Spirit						
Patience						
Openness						
Stress Management						
Integrity						
Dependability						
Appreciation/Knowledge of Diversity						
Flexibility/Adaptability						
Receptivity to Criticism						
Takes Initiative						
Responsibility						
Commitment						

_____
_____

How do you think this student would perform in AmeriCorps given the scope of this position? _____
_____
_____
_____

What is your recommendation of this candidate for the AmeriCorps position? (Please elaborate on any reservations on the back of this form or by attaching a separate sheet if necessary).

Strongly Recommend **Recommend** **Recommend w/Reservations** **Do Not Recommend**

Signature: _____ Date: _____

Recommendations must be returned in a sealed envelope no later than **April 13th, 2018 by 5:00pm** to:
Jasmine Chinnery, 2000 Clayton State Blvd. Student Activities Center - Department of Campus Life Morrow GA, 30260.