



# Volunteer Maryland Coordinator Application



Last Name

First

Middle

Street Address

City/State/Zip Code

County

Phone (H)

(C)

Email

## 1. PERSONAL

Are you at least 17 years of age?

- Yes  
 No

Citizenship

- U.S. Citizen  
 Permanent Resident

Education – Check the highest level of completed: (Check only one)

- GED  
 H.S. diploma  
 Some college  
 Associate's degree  
 Bachelor's degree  
 Some graduate  
 Master's  
 Doctorate

Year completed

\_\_\_\_\_  
Name of school

## 2. PROGRAM

AmeriCorps programs serve many different issues areas. Please indicate your initial interest below.

- Education  
 Environmental Stewardship  
 Economic Opportunity  
 Healthy Futures  
 Veterans  
 Willing to serve where needed

## 3. HOW DID YOU HEAR ABOUT VOLUNTEER MARYLAND?

- Internet  
 College  
 Newspaper/radio/Television  
 Word of Mouth  
 Other

Are you a site referral?

- Yes  
 No

Site name

\_\_\_\_\_

\_\_\_\_\_

#### 4. PAST AMERICORPS EXPERIENCE

Have you served in another AmeriCorps programs?  Yes  No

Did you complete the term?  Yes

No - Please explain

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Name of program	Dates served
Name of program	Dates served

#### 5. COMMUNITY ACTIVITIES

List and describe your organizational memberships and community-based service experience. Include social, school, professional, and neighborhood projects and programs.

Name of Group	Dates of Participation	Description of Activities/Position

## 6. EMPLOYMENT HISTORY

Provide all of the information requested below, either by completing this section or attaching a complete resume.

Employer Name				
Address				
Phone		Job title		
Job description				
Hours per week		Dates employed	(start)	(end)
Reason for leaving				

Employer Name				
Address				
Phone		Job title		
Job description				
Hours per week		Dates employed	(start)	(end)
Reason for leaving				

Employer Name				
Address				
Phone		Job title		
Job description				
Hours per week		Dates employed	(start)	(end)
Reason for leaving				

## 7. REFERENCES

Please provide at least two professional references. Do not list family members or friends as references.

Name	Relationship	Phone	Email
Name	Relationship	Phone	Email

Letters of recommendation may be submitted with the application but do not replace references.

## 8. AMERICORPS REQUIREMENT

To be enrolled as an AmeriCorps member, proofs of citizenship, age, and high school degree are required. Please be able to present documents on or before **September 21, 2016**.

**Copy of high school diploma**

**Birth Certificate**

**OR**

**Permanent Resident Card**

**All applicants will need to have their driver's license or State ID card with them at the interview.**

## 9. ESSAY

Being a Volunteer Maryland Coordinator requires a high level of communication skills. This is a writing intensive position as the Volunteer Maryland Coordinator will create documents, publicity materials and generate reports. Please respond to BOTH prompts. Each essay should be complete and approximately one-page in length. Essays are scored on the following criteria: clarity, personal experience, grammar, spelling, and completeness. Failure to complete this portion will disqualify you from the process.

1. Volunteer Maryland Coordinators must demonstrate excellence in the following areas: problem solving and conflict resolution, leadership, public speaking, and commitment to community service. Please share a story of a time you demonstrated one or more of these skills.

A large, empty rectangular box with a thin black border, intended for the user to write their story. It occupies the majority of the page below the text.

2. Volunteer Maryland Coordinators work on developing volunteer programs that serve critical needs across Maryland. What do you feel is a critical need in your own community and what actions would you take to meet this need?

## 10. LEGAL INFORMATION

As an applicant for an AmeriCorps position, I, \_\_\_\_\_

consent to a national service criminal history check for my program placement consisting of:

- Maryland State Police Criminal Registry Check
- FBI Fingerprint Criminal History Check
- Home State Criminal Registry Check (if applicant resides outside of MD at time of application) **If an out of state applicant, please fill in the name of the home state.**

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As an applicant for an AmeriCorps member position with Volunteer Maryland, I understand and acknowledge that my acceptance as an AmeriCorps member is subject to the positive and/or negative results of each of the above checked National Service criminal history elements. I understand and acknowledge that my refusal to consent to the above checks makes me ineligible to serve. I understand and acknowledge that anyone listed or required to be listed on a sex offender registry is ineligible to serve. I understand and acknowledge that anyone convicted of murder is ineligible to serve. I understand and acknowledge that my failure to disclose or my lying about any convictions prior to the checks being conducted is grounds for making me ineligible to serve.

Furthermore, I understand and acknowledge that National Service Criminal History Checks are only one element of the application screening process for an AmeriCorps position and that positive results for all National Service Criminal History Checks do not guarantee that I will be placed as an AmeriCorps member.

If Volunteer Maryland's review of the background checks reveals information that it determines should prevent my selection into the program, I understand that Volunteer Maryland will advise me of its proposed determination and will provide me a copy of the information it has received (to the extent permitted by law). Volunteer Maryland will allow me the opportunity to challenge the factual accuracy of the information, in writing, within five (5) business days of its notifying me of its proposed determination. I also understand that at that time I may also provide any other written information that I believe will assist Volunteer Maryland in its review.

I understand that if placed as an AmeriCorps member with recurring access to vulnerable populations, I am not permitted to have unsupervised access to children, persons age 60 and older, or individuals with disabilities while waiting for the results of my state criminal registry check(s) and/or my FBI Fingerprint criminal history check.

With my signature I verify my understanding of all of the above statements and give my consent to a National Service Criminal History Check as described above.

In addition, I hereby declare and affirm under the penalties of Perjury, that I (*select one*)

**HAVE NOT** been convicted, received a probation before judgment, received a non criminally responsible disposition, and **AM NOT** the subject of pending criminal charges. I further declare and affirm I am the above named person making this statement.

**HAVE NOT** been convicted, received a probation before judgment, received a non criminally responsible disposition, and **AM** the subject of pending criminal charges. I further declare and affirm I am the above named person making this statement.

Please explain	
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Please explain	
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**HAVE** been convicted, received a probation before judgment, received a non criminally responsible disposition, and **AM** the subject of pending criminal charges. I further declare and affirm I am the above named person making this statement.

Please explain	
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*Existence of a charge or conviction **may**, depending on the circumstances, disqualify you from consideration. However, misrepresentation of your record **will** disqualify you. Volunteer Maryland will complete criminal background checks prior to AmeriCorps member enrollment.*

## 9. CERTIFICATION

I hereby certify that, under penalty of law, the information provided on this application is true to the best of my knowledge. I understand that any misinformation or material omission could result in unfavorable consideration or immediate dismissal. I allow release of this information for verification and evaluation purposes. I further authorize the disclosure of my Volunteer Maryland application and any related material, including the interview, to a Service Site(s), with the understanding that the Service Site(s) will keep this information confidential. **I certify that I will be able to make a one year commitment to Volunteer Maryland.**

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Signature

Date

Email completed application to [kerry.ose@maryland.gov](mailto:kerry.ose@maryland.gov).

**This information will be kept separate from the Volunteer Maryland Coordinator application and confidential. We use this information for reporting purposes only to the Corporation for National and Community Service.**

**Gender:**

- Male
- Female

**Age Category:**

- 17 – 22
- 23 – 29
- 30 – 39
- 40 – 49
- 50 – 59
- 60+

**Race / Ethnicity -- Check one:**

- African American
  - Asian or Pacific Islander
  - Caucasian (not Hispanic)
  - Hispanic
  - Native American or Alaskan Native
  - Other (specify)
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