



Dear Applicant,

Thank you very much for your interest in **Literacy*AmeriCorps!** Our program is part of **AmeriCorps**, a national community service initiative. We offer full-time service positions for members to provide literacy instruction to adults and families throughout Seattle & King County. For their service, full-time members receive a \$11,400 annual stipend, health care, valuable training and experience, and a \$4,725 education award to pay student loans or apply toward tuition. Positions are 11 month commitments, beginning in the fall of 2009.

Members serve Mondays-Fridays at one of our literacy partner service sites, such as colleges, libraries, education centers, and multi-service community agencies. We are a **team-based** program and spend some Fridays doing group activities, team training and community service projects.

Here is how to apply:

Step 1:

Please complete and return the enclosed application and **two** completed recommendation forms to the following address. You may also ask your references to send or fax their recommendation forms directly to the office at (425) 369-3255, attention 'AmeriCorps.' NOTE: We accept any AmeriCorps applications, even if they are from other programs. Feel free to use another program's application to replace ours.

Literacy*AmeriCorps
c/o King County Library System
960 Newport Way NW
Issaquah, WA 98027

Step 2:

Our office will review your application.

Step 3:

Selected applicants will be invited for first interviews.

Step 4:

Selected applicants will be referred to our service sites for second interviews.

Placement is on a rolling basis through August or until all positions are filled.

Please let me know if I can answer any questions at all about the program, or if you would like to speak to a current or former member about his or her experience. Thanks again for your interest!

Leeta Scott, Literacy*AmeriCorps Program Director



Position Description

Full-Time 11-Month Literacy*AmeriCorps Member

Responsibilities

- Serve at least 1700 hours over 11 months, beginning September 2009
- Provide direct teaching or tutoring services to adults at a Literacy*AmeriCorps partner service site
- Provide outreach, collaboration and project support at Literacy*AmeriCorps service site
- With small group, plan and implement one community service project
- Lead and participate in group projects, service reflection and peer training
- Participate in all of the following: pre-service orientation, basic tutor training, one Literacy*AmeriCorps retreat, monthly development training, Literacy*AmeriCorps national conference (located in Pittsburgh)
- Participate in state and county national service events and training
- Participate in MLK Day of Service and other service days as chosen by team
- Complete required quarterly progress reports and program evaluations

Benefits

- Post-service education award of \$4,725, which may be used as a voucher to pay off student loans or to pay for tuition for college, post-graduate work or vocational education
- Annual stipend of \$11,400
- Basic health coverage
- Student loan forbearance
- Child care coverage (based on eligibility)
- Ongoing leadership and professional development training
- Direct service experience at a nonprofit, library, jail or college education program

Qualifications

- Ability to work well with a team and independently
- Demonstrated interest in adult education and community service
- Ability to work well with diverse populations
- Creativity, commitment and problem-solving skills
- Strong communication skills
- Interest in working on group projects and participating in group reflection
- Community service experience
- Literacy education experience helpful, though not required
- Must be at least 17 years of age, and a U.S. citizen or permanent resident

Please contact the Literacy*AmeriCorps office for a list of part-time or education award only position benefits.

EDUCATION

Check the highest level of education you will have completed by the time you plan to serve in AmeriCorps *(please check only one)*

- Some high school
- High school diploma or GED
- Technical school / Apprenticeship
- Associate's degree
- Some college
- Bachelor's degree
- Graduate degree
- Other (please specify)_____

List all schools *after* high school that you have attended, including trade or technical schools, military training, and employment training programs. *List the most recent school attended first*

Name of School	Location (city/state)	Dates Attended From / To	Major area of study	Type of degree or certificate & date received/expected

COMMUNITY SERVICE

Please describe how you have reached out to help others and / or how you have been involved in your own community. *Include, for example, service in neighborhood, school, youth, religious, social, professional, or volunteer groups; helping out with community service projects; or participating in less formal activities such as assisting an elderly neighbor*

Name of Organization	Location (city/state)	Phone Number	Dates Involved From / To	Hours per month

Description of Involvement: _____

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Description of Involvement: _____

CERTIFICATION

Your application must be certified with your original signature in ink.

I certify that all of the statements made in this application are true, correct and complete, to the best of my knowledge, and are made in good faith. I understand that misinformation or omission of information could result in disqualification and/or termination as an AmeriCorps member. I also understand that background and security checks may also be conducted by King County Library System and other programs.

Privacy Act Notice: The Privacy Act of 1974 (5 U.S.C 552a) requires that the following notice be provided to you: The authority for collecting information from you in this application is contained in 42 U.S.C 12592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C 4953 of the Domestic Volunteer Service Act of 1973 as amended. You are advised that submission of the information is entirely voluntary, but the requested information is required in order for you to participate in AmeriCorps programs.

The principal purpose for requesting this personal information is to process your application for acceptance into an AmeriCorps program, and for other general routing purposes associated with your participation in an AmeriCorps program. These routine purposes may include disclosure of the information to federal, state or local agencies pursuant to lawfully authorized requests, to present and former employers, references provided by you in your application, and educational institutions, for the purpose of verifying the information provided by you in your application. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information will not otherwise be disclosed to entities outside of AmeriCorps and the Corporation for National Service without your prior written permission.

signature

date

For parent or guardian of applicants under 18 years of age: I have reviewed this application and I authorize my son/daughter/legal ward to apply to AmeriCorps.

signature

date

Name_____

Relation_____

Phone_____

Address_____

Street city state zip code

Thank you for completing this application.

OPTIONAL INFORMATION

This information will be used for statistical purposes and will not be used in the evaluation of your application. It will in no way affect your selection into AmeriCorps. Completion of this section is voluntary; failure to respond will in no way affect your candidacy.

How did you hear about Literacy*AmeriCorps? Check as many as you'd like.

- AmeriCorps representative (career fair, conference, information session)
- AmeriCorps national website
- Armed forces
- College guidance office
- Current or former AmeriCorps member
- Department of Education
- Friend/relative
- High school guidance counselor
- Literacy*AmeriCorps website
- Literacy*AmeriCorps placement service site
- Newspaper/magazine article
- Newspaper/magazine advertisement
- Peace Corps
- Other service organization: _____
- Radio advertisement
- Radio news story
- Received information in the mail
- Television advertisement
- Television news story
- Poster at school
- Other: _____

What is your ethnicity?

- Hispanic or Latino
- Not Hispanic or Latino

What is your race?

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Other: _____

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americorps@kcls.org



Literacy*AmeriCorps 2009-2010 Recommendation Form

To the Applicant: Please fill out this box and give this form to someone who will recommend you for a Literacy*AmeriCorps position. This person should not be a family member, friend, or co-worker, but rather a teacher, supervisor, coach, clergy member, or someone else familiar with your community involvement and extracurricular activities.

Applicant Name _____

Address _____
Street Apt # City State Zip Code

Phone _____ E-Mail (if available) _____

To the Reference: The person named above is applying to be a Literacy*AmeriCorps member through the King County Library System. The applicant has indicated that you would be able to evaluate his or her qualifications and provide us with a candid recommendation. The success of AmeriCorps depends upon the quality of its members, so your honest appraisal is essential. Your input is very important and greatly appreciated!

AmeriCorps is a full-time, national service program engaging citizens from all walks of life in direct service to the community. As part of AmeriCorps, Literacy*AmeriCorps strives to meet education needs through service to adults and families in King County, Washington. Literacy*AmeriCorps places members individually or in small teams at libraries, nonprofit literacy organizations, multi-service centers, and vocational programs to provide a variety of services to adult learners, including literacy instruction, volunteer coordination, community outreach, and much more. The service of Literacy*AmeriCorps members is challenging, yet very rewarding. Our program requires a full-time commitment for 11 months. Participants receive a small monthly living allowance, ongoing training opportunities, and an educational award upon successful completion of their term of service.

Please complete and return this form as soon as possible. You may also attach a letter if you prefer. Applications are not considered complete until your recommendation is received. *Please send completed recommendations by mail or fax to the address at the top of this form.* Thank you again for your time.

Reference Name _____

Address _____
Street Apt.# City State Zip Code

Phone _____ E-mail _____

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

Relationships with Other People: National service members work with people of many different backgrounds. How well do you think this applicant would work with diverse populations? Why?

Emotional Maturity: Members often serve in conditions of hardship and inconvenience. They must be able to deal with new and changing living conditions, limited financial resources, and other stressful circumstances. How do you think this applicant would respond to challenging situations?

Work Performance: In your judgment, how competent is this applicant, as demonstrated by work in the community, in school, on the job, or in a position of responsibility? Why?

Please check the boxes below that best describe the applicant:

Area of Evaluation	Don't Know	Below Average	Average	Above Average	Excellent
Communication					
Motivation					
Initiative					
Creative thinking					
Ability to work in a team					
" independently					
Punctuality					
Work ethic					
Relationships with others					
Ability to adapt to change					
Ability to work in stress					
Emotional maturity					

Please describe any reservations or potential weaknesses you see in the applicant:

Please add any additional information you would like to share regarding this applicant:

Overall recommendation:

- I recommend the applicant without reservation as an excellent prospect for Literacy*AmeriCorps
- I would recommend the applicant as a good prospect
- I have some reservations, but feel the applicant may succeed
- I do not recommend this applicant for participation in this program

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