



A Member of the AmeriCorps® National Service Network

Pre-Application Information Packet and Questionnaire

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A MESSAGE FROM PROGRAM STAFF

Dear Prospective Member,

Before you commit to a full term of service, we believe it is important that you have as much information about the program as possible. In assembling this packet, we've drawn on the variety of experience of RSC staff and graduates to identify keys to success and provide you with a clear picture of what to expect during your term of national civilian service.

By reading through all the information, reflecting on the questions and answering them as truthfully as you can, you should come away with a good idea of whether our AmeriCorps program is right for you at this time.

We are excited that you are considering the possibility of joining us as we serve, learn, and strengthen our community. Please see the next page for details about the selection process. If you have any questions, give us a call at 509.546.0180.

We do look forward to hearing from you!

Best wishes,

The Staff of RSC-AmeriCorps
A Member of the AmeriCorps® National Service Network

MEMBER SELECTION PROCESS

A position announcement, questionnaire, and two forms (consent/disclosure form and eligibility form) are included in this packet/file. The questionnaire presents information that will help you decide if you would like to be involved with our AmeriCorps program.

Please read all the information and respond to all the questions in the RSC QUESTIONNAIRE before following the steps (beginning with number 2.) outlined below.

1. Upon request, prospective members receive the position announcement and PIPQ.
2. Prospects then call 509.546.0180 to make an appointment with program staff to return the completed questionnaire, consent / disclosure form and eligibility form (with originals of the documents requested).
3. While at our office, prospects take a basic reading/math competency test. (The test takes up to 90 minutes). While prospects complete the test, program staff reviews the questionnaire. Prospects who pass the test then receive a formal application and two professional reference forms for completion.
4. After receiving completed applications and references, staff review the application and then begin to conduct reference checks.
5. If appropriate, an interview is scheduled. The interview includes a review of the essential functions of the service position.
6. Within two weeks following the interview and review / confirmation of both professional references, the applicant is notified in writing of the program's decision.

POSITIONS

- Positions are currently available on projects related to Literacy and Academic Success, and Volunteer Mobilization.

EFFECTIVE DATE

- September 1, 2017 through June 30, 2018

COMPENSATION

- \$1,263 / month living allowance
- Eligibility for health insurance coverage
- Subsidized childcare (if qualified)
- Student loan forbearance (on qualifying loans)
- \$5,815* education award upon completion of all national service requirements (*may be prorated depending on actual term of service/number of hours served)

SCHEDULE

- 40 hours per week, plus an average of two evenings and / or one Saturday per month.
- Schedules vary depending on position and Host Site. Ask for details based on the project on which you wish to serve.

ELIGIBILITY

- U.S. citizen, U.S. national, or a lawful permanent resident alien of the U.S.
- Able to pass criminal background checks
- At least 18 years of age; there is no upper age limit
- High school diploma or equivalent
- Must not have not already served 4 or more terms with AmeriCorps
- Able to make a full-time, 10-month commitment

QUALIFICATIONS REQUIRED

- Demonstrate professional conduct and positive communication through words and deeds
- Interest in education, specifically helping students with skill development
- Speak, read, and write English fluently. Ability to use correct grammar, punctuation, and spelling. Perform basic arithmetic calculations
- Ability to work and communicate well with children and adults from diverse populations
- Ability to accept and carry out oral and written instructions
- Basic computer skills, including email. Complete basic record-keeping, timesheets, write reports that document progress, challenges and accomplishments
- Organized, responsible, flexible, and motivated
- Ability to accept and incorporate constructive feedback from site supervisors and program staff
- Ability to work with diverse personalities and adapt to a sometimes challenging environment
- Dedication to community service
- Ability to work as part of a team and exercise personal initiative when necessary
- Ability to quickly learn methods and materials used in a variety of service situations
- Work within designated boundaries of authority and confidentiality
- Follow schedules and meet deadlines. Punctuality and good work attendance record
- Interest in participating in regular, various meetings and trainings. Willingness to learn how to prepare and deliver educational presentations and activities to team members and the general community

QUALIFICATIONS REQUIRED (continued)

- Ability to read / interpret / apply rules, regulations, policies
- Ability to write legibly.
- Significant physical abilities include ability to sit and stand for prolonged periods, and reaching/handling.
- Continuously needed physical abilities include speaking with clear diction, hearing sensitivity (talking/hearing quiet conversations), and near/far visual acuity.

QUALIFICATIONS DESIRED

- Experience, paid or volunteer, with school-age children, community organizations, or social / educational services
- Background in community service
- Bilingual or bi-literate in Spanish or Russian is a bonus

BASIC DUTIES

- Demonstrate professional conduct and positive communication through words and deeds
- Conduct one-to-one or small group tutoring sessions with identified students
- Document interventions; administer tests or surveys for the purpose of evaluating progress
- Provide full-class support to enable teachers to provide individualized instruction to students
- Monitor individual students / clients, volunteers, groups and various events
- Communicate with students in an age and developmentally appropriate way
- Professionally communicate with—and act on constructive feedback provided by—RSC and school personnel, and volunteers and peers
- Support Family Literacy events
- Assist other members and service site personnel as may be required
- Work with and encourage community volunteers
- Regularly confer with teachers or service site staff
- Participate in various meetings and trainings on a regular basis
- Represent RSC-AmeriCorps in the broader community
- Track services provided on a daily basis; produce timesheets and regular word-processed reports of results of service activities in a timely manner
- Participate in before- and/or after-school programming, with a priority on tutoring
- As part of a team, plan and conduct various community service activities
- Wear prescribed uniform at required times and at all community projects
- Comply with all program guidelines and safety rules and regulations
- Fulfill program requirements and daily read and respond to email communications from RSC staff and school personnel
- Perform other duties as assigned

Offers to enroll in this National Civilian Service Program, are conditional upon passing fingerprint screening, basic skills test and reference checks.

For more information, call 509.546.0180 or visit us on the web: <http://www.rsca.us>

RESOURCES

Eligible Schools You may use your AmeriCorps Education Award Voucher at any Title IV School.

Websites With today's technology there are many Internet sites that give you the opportunity to search for the school you want based on your interests. Whether you want to become a pilot, barber, fashion model, entertainer, truck driver, or professional chef, you can search for schools that offer those types of courses.

You can also "Google" a specific topic or type of school for additional listings. Once you've found a school offering the right courses, check **U.S. Department of Education Title IV Schools** at <https://fafsa.ed.gov/index.htm> to make sure it is a Title IV school.

**“What if I'm not going to college?
Why would I want an AmeriCorps Education Award?”
*Here are some Non-Traditional Uses of the Ed Award***

BENEFITS

Non-traditional use of the AmeriCorps Education Award means that you are able to use your Education Award for courses other than a 4-year degree program. Vouchers may be used in a variety of creative ways to fit your specific needs and life-goals.

Other School Expenses In addition to tuition, most schools allow you to use the voucher to be used for books and supplies. Check with the Financial Aid Office at your school for other allowable expenses such as housing and computers.

Time You have seven years to use the Ed Award, so even if you are uncertain of your career path now, you have plenty of time to decide.

Enrich Your Life Even if you already have a college degree, the Education Award can be used locally for Continuing Education or personal enrichment classes.

Pass It On The Serve America Act allows for the transfer of AmeriCorps State and National and Silver Service education awards under certain conditions. Basically, the person who earned the award has to have been at least 55 years old when they began the term of service and the person to whom the award is transferred has to be the transferring individual's child, grandchild, or foster child.

<http://www.nationalservice.gov/programs/ameri-corps/segal-ameri-corps-education-award>

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PROGRAM ELIGIBILITY

1. To be eligible to enroll in AmeriCorps, you must meet the qualifications listed below.

Place a ✓ next to each of the following qualifications you meet:

- I am a United States citizen, U.S. national, or a lawful permanent resident alien of the United States.
- I will be at least 17 years of age at the time of enrollment.
- I have a high school diploma/GED or will obtain one while serving in the program.

2. There are certain documents that you will need to present in order to enroll.

Place a ✓ next to each of the documents you are able to provide before enrolling:

- Social Security Card
- Certificate of Birth, Permanent Resident Card or Alien Registration Receipt Card
- Washington Driver's License or State-Issued ID Card
- Copy of high school diploma or GED equivalent

3. You will be required to pass certain pre-employment screenings.

Please ✓ which of the following you would be willing to complete:

- Basic Skills Test
- Pre-Employment Drug Screening / Testing
- WA State Criminal Background Check and F.B.I. Fingerprinting
- National Sex Offender Registry Background Check

GETTING THINGS DONE

4. The centerpiece of the AmeriCorps ethic is "Getting Things Done." This means improving communities by helping to solve problems in the areas of education, emergency preparedness, and various other human needs.

Our program's major goals are to:

- a. Support the development of reading and math skills by providing elementary and middle schools with caring adult tutors.
- b. Help local organizations develop and organize various youth development, school success, public safety, and other human services activities.
- c. Recruit, support and manage community volunteers.

Which of these areas are of interest to you?

What experience, commitment, interest or passion would you bring to these projects?

5. All projects require a certain level of competency in reading, math, resource development, organizing, communication, teamwork, and planning skills.

Do you have the required competencies /experience necessary or the ability to attain them quickly?

Yes No

Are you willing to demonstrate the required competencies through a test and / or interview with a project sponsor?

Yes No

6. While serving in various sites in Benton and Franklin counties, RSC Members may be asked to perform a variety of tasks.

Please rank the following tasks, or potential assignments. Place a 1 on your favorite task, 2 on your next favorite, etc. ending up with the number 11 on your least favorite task.

If there is a task you would refuse to perform, write "X" on that line.

- Mentor youth and / or young adults to succeed in school and/or life
- Assist with special events, such as book drives or events promoting public safety or literacy
- Process daily paperwork and write reports on your activities/what you learned
- Administer surveys
- Learn about yourself and others through training
- Advance the basic education of preliterate or undereducated immigrants
- Tutor elementary school children who struggle with reading and/or math
- Tutor young adults who are struggling with various subjects
- Recruit, train, manage, and recognize volunteers
- Work with a team to plan and implement community projects and events
- Lead a team to plan and implement community projects and events

7. Members serve a full 40 hours per week, plus an average of two evenings and / or one Saturday per month. These events are held at schools and elsewhere in the community.

Are you able to serve at these required times?

Yes No

8. AmeriCorps members are required to serve a minimum of 1,700 hours during their term of service. To do this, they typically invest at least 8 hours in each service day.

Members may earn five medical leave and three personal leave days per program year. All personal leave must be pre-approved by supervisors prior to using it.



Please note that although many members may serve in school settings, time off for students is not necessarily time off for members.

9. During the program year, we have five scheduled holidays:

- Thanksgiving, Christmas, New Year's Day, Presidents' Day, and Memorial Day

Members may earn additional leave during Winter and Spring breaks by serving at the following required events:

- Safe Kids Saturday
- Special Olympics
- Martin Luther King, Jr. Day
- National Volunteer Week
- Two member-developed literacy projects
- Up to 11 evening events per year (typically Family Literacy Nights)

Are you able to make the scheduling commitment that this calendar requires?

This schedule is fine

I might have difficulties making all of these commitments

MEMBER BENEFITS

Training

10. Most members of our team will be helping children and adults who are struggling with a wide variety of issues in their lives. One of the most common concerns among prospective members is that they have little or no experience in the areas where they will serve.

Since it's not unusual for some people to have limited prior experience in the areas where they will serve, one of the goals of our program is to equip all members with important knowledge and skills before they begin serving at their host sites. In keeping with our goal of fully engaging all members to the best of their abilities, we also expect that experienced members with strong skills play a supportive role.

As part of your service experience, you will participate in team-based (and fun!) activities designed to develop or enhance your skills in communication, conflict resolution, planning, evaluating, problem-solving, presentation and project development, and much more. You will also receive specific training from the host sites that sponsor the project on which you will be working.

In which of the areas listed above do you feel in particular need of development?

What else might be useful to you?

11. Regularly-scheduled team meetings are held in Pasco. These required meetings give members an opportunity to share successes, challenges and ideas, get to know each other, and be part of the larger service movement. At times, meetings may include training specific to your service, team building, leadership, civic engagement or other relevant training, and program business. Depending on where you live, you might have to travel further to attend these meetings than the distance to your usual service site.

Do you have the means and are you willing to commit to the travel and time necessary to attend these meetings?

Yes

No

12. Once or twice a year, *some* members *may* travel out of the area to attend training or service activities. These events may be up to three or four days in length. Children and/or spouses of members cannot attend these activities.

Are you interested in participating in any of the possible out-of-the-area training sessions?

Yes No (answering no will not disqualify you)

MEMBER BENEFITS

13. Loan Forbearance and Payment of Interest on Qualified Student Loans

AmeriCorps Members are eligible to have the repayment of certain qualified student loans postponed while they are earning an education award. If you obtain loan forbearance at the beginning of your term of service you are eligible to receive Payment of Interest on your qualified student loan(s) upon successful completion of your term of service.

The Education Award

14. The greatest tangible benefit of serving in an AmeriCorps program is the receipt of the education award. At the end of a term of service, eligible members receive a voucher to assist with future or past education expenses.

Here's some important information about the award:

- Members may earn up to two full education awards.
- The education award is taxable in the year(s) it is used.
- The institution where you plan to study determines the expenses to which the award can be applied. Check with the institution directly to see what expenses are eligible.
- Only a successfully completed term of service provides the benefit of the education award. If a member must leave the program early for a compelling reason, he or she *may* receive a partial award; otherwise, the entire education award is forfeited.
- Members must be 18 years of age or over and possess a high school diploma or GED to be eligible for the education award.
- If you are 55 or older at the time of enrollment, you may transfer all, or a portion of the education award, once, to a child, grandchild, or foster child of your choosing.
- The education award may be used up to seven years after the term of service for which it was earned.

What is your current educational level?

Pre-GED Post-GED High School Diploma
 Some College College Degree Graduate Degree

The Living Allowance

15. One of the reasons AmeriCorps is called "The Domestic Peace Corps" is because the service experience is meant to help members learn what life is like for the low-income people they will serve.

Also, it's important to remember that AmeriCorps members are neither employees nor volunteers. They are participants in AmeriCorps, which is a National Service Program.

As participants in a National Service Program, members offer their time in service to their communities and are provided a monthly living allowance (and education award upon successful completion).

Insurance and Leave

16. Members may receive coverage under a basic health plan. This plan does not provide any dental & vision coverage, and is available for the member only. It does not cover the member's spouse and/or dependents. RSC-AmeriCorps provides workers' compensation insurance for all AmeriCorps members.

You will be an integral part of the programs at the service site where you are placed. Your service site will rely on your dependability to make their program succeed.

Although AmeriCorps Members are not considered employees and are therefore not entitled to vacation time, compensatory time or sick leave, RSC-AmeriCorps Members may be approved for reasonable leave time as follows: Members may earn a maximum of 40 hours of medical leave and 24 hours of personal leave. The latter is conditional on 1) the Member being on track to achieve the 1,700 hours requirement; 2) the Member having the leave time available; and 3) the Host Site Supervisor and RSC Supervisor agree that the timing is suitable in light of your Host Site's schedule and current progress toward Host Site objectives. Members who are not on-track to achieve 1,700 hours may be granted time off to meet urgent personal needs only, such as medical issues, DSHS appointments, court dates, family bereavement, etc.

Any scheduled time away from your service site requires as much as two weeks advance approval.

THE CHALLENGES

17. Working with children, adults, seniors, and even other team members, requires patience and understanding for the uniqueness that each and every one of us brings to this work.

Take a few minutes to consider and make note (below) of the experiences you have had working with diverse groups and whether or not you enjoyed these experiences.

18. Past and present members say that organizational skills are important, and that those AmeriCorps members who don't have them at the beginning of the program year will have them by the end.

The reports you complete track the impact of the work you do with clients and provide an overall measure of the value of various projects. All of the paperwork has deadlines that must be met if the program is to continue. You will be responsible for compiling information using specific forms and evaluation tools. This process requires daily record keeping. You will also be asked to complete regular reports that include reflections of your experiences. You will participate in periodic evaluations with your supervisors.

Describe what reporting experience have you had that prepares you for this?

Are you willing and able to meet paperwork deadlines? Yes No

19. AmeriCorps members have found that they must sometimes be flexible in the time they invest in their service. One service day may be seven hours long, and the next might be ten.

Will you be flexible in handling work situations that might require staying late or arriving early?

Yes No

20. Members wear the standard, full uniform—a shirt provided by the program along with slacks provided by the member—every Thursday and during certain public activities where program visibility is important. When not in uniform, members dress according to the standards for a professional employee at their host site. We also adhere to a “non-distraction” policy that requires tattoos be covered, hair be of a natural color, and an absence of facial jewelry.

Are you willing to follow this dress code? Yes No

21. To ensure members can focus on service assignments, they are limited in the number of credits they can take at schools of higher education. AmeriCorps members are generally limited to 8 credit hours per quarter or semester of service.

Can you complete your full term of service without exceeding these limits?

Yes No

SKILLS & TRAITS FOR SUCCESS

22. One of our goals is to develop and enhance important skills needed for success during their term of service *and* beyond. This helpful training is free to you and occurs during your regular service hours. At the beginning of the year, members spend two to three weeks in training before they are assigned to a site. Topics include communication skills, conflict resolution, tutoring, leadership skills, team building and public relations. Then, throughout the year, there are refreshers, opportunities to explore potential careers, project planning, team development work, and more.

How would you rate your interest in participating in these activities?

Low Moderate High

23. The following are some characteristics of the ideal AmeriCorps member.

We don't expect any prospective members to score "strong" on all of the characteristics. After all, we're only human, meaning that we come with differing strengths and growing edges (areas that could use improvement). One of the challenges all of us face is to be aware of which are which; we can only improve on those characteristics where we rank low if we're aware of, and honest about, our actual rating.

*Please rate yourself, **candidly**, on the following:*

	Strong	Medium	Low
Self-directed	_____	_____	_____
Committed to serving others	_____	_____	_____
Proficient at completing detailed paperwork	_____	_____	_____
Team player	_____	_____	_____
Accepting of professional expectations	_____	_____	_____
Honest	_____	_____	_____
Able to work with difficult people/situations	_____	_____	_____
Likes children	_____	_____	_____
Interested in personal growth	_____	_____	_____
Professional appearance	_____	_____	_____
Dependable	_____	_____	_____
Solid work ethic (reliable, dedicated)	_____	_____	_____
Enjoys learning	_____	_____	_____
Accentuates the positive	_____	_____	_____
Friendly and personable	_____	_____	_____
Open to new experiences	_____	_____	_____
Sense of humor	_____	_____	_____
Adaptive to change	_____	_____	_____
Can-do attitude	_____	_____	_____
Patience with others as they learn	_____	_____	_____
Willing to fix problems, not place blame	_____	_____	_____

MORE SKILLS & TRAITS FOR SUCCESS (please answer each question)

24. What experiences have you had working as part of a team?

What did you learn about teamwork from those experiences?

Do you think you were a productive, successful member on those teams?

Yes No Why, or why not?

25. Are you able to accept and learn from constructive feedback?

Yes No

Are you willing to face and solve "people problems?"

Yes No

MONEY MATTERS

26. This would be a good time to calculate whether or not the living allowance is enough to pay for your own transportation to and from your service site, vehicle expenses, insurance, food, housing and all other expenses you need to cover for the next year.

Here is some helpful information to consider:

- An AmeriCorps member's living allowance does not affect his or her eligibility for food stamps, Section 8 housing, and public housing.
- If the idea of using food stamps is new to you, the Corporation for National Service encourages you to try it in order to develop empathy for the people you will be serving.
- A member's living allowance may affect his or her eligibility for need-based programs funded under the Social Security Act, such as AFDC or TANF, Supplemental Security Income, and Medicaid. Check before applying!
- If you have dependent children under 13, ask us about your eligibility for an AmeriCorps childcare subsidy.
- It is more difficult to stretch the living allowance to cover month-to-month needs if you are single and living on your own. Taking on a roommate or living with local relatives can help ease financial challenges.
- To stay balanced, it's best to not have more than ten hours of outside work per week.

Can you meet your living expenses with the living allowance stated in the position announcement? Yes No

Do you think you will seek outside work to help pay your bills? Yes No

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NEXT STEPS ...

If you are ready to proceed with the application process:

1. Please **call our office** at 546-0180 to schedule an appointment to take a Basic Skills Test.
2. When you come for the test, **bring this completed questionnaire** with you.
3. Also, please bring with you a **signed copy of the disclosure / consent form and the documentation requested** in the eligibility forms that follow this page.

If you have any questions not addressed by the information in the packet, please call us.

Testing takes place at our office:

**321 West Lewis Street
Pasco, WA 99301
509.546.0180
info@rsca.us**

TOP 20 TIPS FROM GRADUATES

The following tips are bits of advice past RSC graduates want to pass along to future and prospective members:

- If you are joining the program just because you need a job, you're not joining for the right reason.
- If you are joining because you are motivated by achieving personal satisfaction, long-term educational goals, or helping others, remembering these reasons will help carry you through.
- Be a team player; it may be the most important thing you get out of this year.
- Appreciate that you are there to serve your host site and clients, not change them.
- Always look for the "good."
- You have the power to choose how any experience will affect you.
- Even unpleasant situations have something valuable to teach.
- Remember that you are making a positive difference in the lives of others.
- Be open to diverse approaches and the people who offer them.
- Complete the paperwork. It gives information to others about all the work that we do. Keeping a daily log makes the weekly reporting much easier.
- Think of training and service as ways to get to know yourself.
- If you have a second job, make sure it's super-low-stress.
- If you have children, line up a backup childcare provider — one for emergencies!
- Use all the resources available to you (i.e. food stamps, child care subsidies, etc.).
- Learn the AmeriCorps Pledge; you never know when it might be handy!
- Keep in contact with your Team Supervisor; they're there to help you.
- Ask for help *before* you become overwhelmed.
- Think of your service as a mound of clay waiting to become a piece of art!
- Be willing to expand beyond your comfort zone; the rewards are surprising.
- Whether you are young or old, you have something valuable to contribute, and something important to learn.

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REGIONAL SERVICE CORPS

PASCO SCHOOL DISTRICT NO. 1

APPLICANT DISCLOSURE

In accordance with RCW 43.43.830, applicants and prospective volunteers are required to complete this disclosure form. In addition, applicants who have been offered employment, enrollment, or volunteer assignments as outlined in said law, will be required to complete a Request For Criminal History form. These requests will be forwarded to the Washington State Patrol for disclosure of any applicable charges or findings. Applicants may be employed on a conditional basis pending completion of such background investigation. Volunteers will be retained on the same conditional basis.

Answer YES or NO to each listed item. If the answer is YES to any item, explain in the area provided, indicating the charge or finding, the date, and the court(s) involved.

1. Have you **ever** been convicted of any crimes against persons as defined in RCW 43.43.830, and listed as follows: Aggravated murder; first, second or third degree murder; first or second degree kidnapping; first, second or third degree assault; first, second or third degree rape; first, second or third degree statutory rape; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; or any of these crimes as they may be renamed in the future?

ANSWER _____ IF YES, EXPLAIN BELOW:

2. Have you **ever** been found in any dependency action under RCW 13.34.030 (2) (b) to have sexually assaulted or exploited any minor or to have physically abused any minor?

ANSWER _____ IF YES, EXPLAIN BELOW:

3. Have you **ever** been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?

ANSWER _____ IF YES, EXPLAIN BELOW:

4. Have you **ever** been found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor?

ANSWER _____ IF YES, EXPLAIN BELOW:

Please provide the following information:

LEGAL NAME _____
First Middle Last

DATE OF BIRTH _____
MM / DD / YYYY

SOCIAL SECURITY # _____

Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Applicant Signature _____

Date _____ Place Signed _____

INVESTIGATION CONSENT AND RELEASE OF LIABILITY

I authorize the Regional Service Corps and/or the Pasco School District to make any investigation of a personal, educational, vocational, or employment history. I further authorize any former employer, person, firm, corporation, educational or vocational institution, or government agency to provide the Regional Service Corps and/or Pasco School District with information they have regarding me. I hereby release and discharge the Regional Service Corps and Pasco School District and those who provide information from any and all liability as a result of furnishing this information.

Signature

Date



Regional Service Corps Member Criminal History Check Authorization

The Regional Service Corps is required by federal law and AmeriCorps regulations to complete a criminal history check to ensure that community members with whom we work are protected, particularly children, individuals with disabilities, and individuals over 60 years old.

We will investigate for past sexual offenses and violent crimes, crimes of neglect, cruelty or endangerment, and crimes that would have a direct bearing on your participation in an AmeriCorps program. With your signature below you are verifying that you understand selection as a Member is subject to the checks.

This background check will entail a search of the National Sex Offenders Registry (NSOPR), Washington State Patrol check, a check in the state of your residence at time of application, and an FBI criminal history check, which will require fingerprinting.

You will not be permitted to enroll until the sex offender registry, Washington State Patrol, and FBI checks are complete and you are cleared by RSC. The process for these checks is not lengthy, and normally is completed within days.

If the state of residence and FBI check have been initiated but cannot be completed before you begin service, you will not be permitted to serve or work with children, individuals with disabilities, or individuals over 60 years of age, without supervision until those checks are also complete and you are cleared.

Answer the following questions fully. Existence of a criminal conviction or juvenile adjudication may or may not, depending on the circumstances, disqualify you from consideration. However, any intentional misrepresentation or omission will disqualify you. Do not include minor traffic violations.

- I allow the Regional Service Corps program and its partners to complete a criminal background check, including NSOPR, state, and FBI checks.
- I understand that selection as an AmeriCorps Member is subject to the checks.
- I understand that the checks will be maintained by Regional Service Corps and shared with our partners and other officials in the event of an audit.

Have you ever been convicted as an adult, or adjudicated as a juvenile offender, of any criminal offense by either a civilian or military court, other than minor traffic violations?

Yes No

- If yes, please provide details on a separate sheet.

Are you currently facing charges for any offense or on probation or parole? Yes No

- If yes, please provide details on a separate sheet.

Your state of residence on the date that you applied for this position: _____

Printed Name: _____

Signature: _____

Date: _____

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Federal regulations govern eligibility for AmeriCorps, a national service program. We ask that you complete this form and provide the required documentation to ensure your eligibility for enrollment in AmeriCorps.

Section 1: Prospect Information To be completed by prospect.	
Print name: Last First Middle Initial	Maiden Name
Address (Street name and number) Apt. #	Date of birth (month/day/year)
City State Zip Code	Social security #
Section 2: Education Requirements To be completed and certified by the prospect. Original documents must be reviewed by Program Director or authorized representative prior to enrollment. Please bring original documents to the basic skills test appointment.	
Check the box that applies to you:	
<input type="checkbox"/> I possess a High School Diploma or equivalency certificate. (Please bring original document to be photocopied prior before testing).	
<input type="checkbox"/> I do not possess a High School Diploma or equivalency certificate. Specify school drop-out date _____	
<input type="checkbox"/> I agree to pursue a high school diploma or equivalency certificate during my term of service.	
<input type="checkbox"/> I agree to obtain a high school diploma or its equivalent before using the education award and certify that I have not dropped out of elementary or secondary school in order to enroll as an AmeriCorps member (unless enrolled at an institution of higher education on an ability to benefit basis under section 484 of the Higher Education Act).	
Verify High School Diploma or Equivalency Certificate Check which one of the following forms of acceptable documentation you will bring to the basic skills test appointment:	Education document title / number: _____
<input type="checkbox"/> High School Diploma	Issuing authority: _____
<input type="checkbox"/> High School Transcripts indicating graduation	Comments:
<input type="checkbox"/> High School Equivalency Certificate (GED)	
Section 3: Age Requirements To be completed by prospect and verified by Program Director or authorized representative. Please bring original documents to the basic skills test appointment.	Section 4: Enrollment Eligibility To be completed by prospect and verified by Program Director or authorized representative. Please bring original documents to the basic skills test appointment.
<i>Prospect: please initial</i>	<i>Prospect: please initial</i>
<input type="checkbox"/> I am 18 years of age or older.	<input type="checkbox"/> I have a valid Driver's License or State ID card.
<input type="checkbox"/> I am 17 years of age (written consent by parent or guardian will be required on program application).	<input type="checkbox"/> I have a valid Social Security card.
Primary Documentation to Verify Age Check which one of the following forms of acceptable documentation you will bring to the basic skills test appointment:	Please bring Driver's License/ID card and Social Security to the basic skills test appointment and print the information below.
<input type="checkbox"/> Birth certificate showing that you were born in one of the 50 states, District of Columbia, Puerto Rico, Guam, the US Virgin Islands, American Samoa or the Northern Mariana Islands	Driver's License or State Identification card:
<input type="checkbox"/> A report of birth abroad of a US Citizen (FS-240)	# _____
<input type="checkbox"/> A certificate of birth-foreign service (FS-545)	Expiration Date: _____
<input type="checkbox"/> Certification of Report of Birth (DS-1350)	Social Security #: _____
Document title: _____	* Friendly reminder: A new address must be reported to the Department of Licensing within 10 days following any change.
Issuing authority: _____	
Document #: _____	

Section 5: Citizenship Status

To be completed by prospect and verified and signed by Program Director or authorized representative.

Include one document from List A **OR** one document from List B.

Record the title, number, and expiration date, if any, of the document(s) and **bring original documents to the basic skills test appointment.**

List A

Documentation of status as a U. S. citizen or national

Check which one of the following forms of acceptable documentation you will bring to the basic skills test appointment:

- Birth certificate showing that the individual was born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands
- An unexpired U.S. Passport issued to an individual as a citizen
- A report of birth abroad of a US Citizen (FS-240)
- A certificate of birth-foreign service (FS-545)
- A certificate of citizenship (Form N-560 or N-561)
- A certificate of naturalization (Form N-550 or N-570)

Document title: _____

Issuing authority: _____

Expiration Date (If any): ____ / ____ / ____

Document #: _____

Expiration Date (If any): ____ / ____ / ____

List B

Documentation of status as a lawful permanent resident of the U.S.

Check which one of the following forms of acceptable documentation you will bring to the basic skills test appointment:

- Permanent resident card, INS form I-551
- Alien Registration Card, INS form I-551
- An unexpired passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence
- A departure record (INS Form I94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence.

Document title: _____

Issuing authority: _____

Expiration Date (If any): ____ / ____ / ____

Document #: _____

Expiration Date (If any): ____ / ____ / ____

OR

Please note: individuals who are in the United States under a student, work, or tourist visa are not eligible to become AmeriCorps members. Similarly, individuals who have refugee status but nothing indicating permanent resident alien status are not eligible to become members.

Section 6: Certification by Prospect

I attest, under penalty of perjury, that I am a United States citizen or a lawful permanent resident, am at least 17 years old, and possess a high school diploma or equivalency certificate or agree to obtain one prior to graduating from the program.

Prospect Signature

Date (month/day/year)

Preparer and/ or Translator Certification: (To be completed and signed if section 1 is prepared by a person other than the member.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's /Translator's Signature

Print Name

Address (Street name and Number, City, State, Zip Code)

Date (month/day/year)

Section 7: Certification by Program Official

I attest under penalty of perjury, that I have examined the document(s) presented by the above named prospect, that the above listed document(s) appear to be genuine and related to the prospect named, and that the prospect is eligible to serve in the AmeriCorps program in the United States.

Signature of Program Director or Authorized Rep.

Print Name

Organization Name and Address
RSC-AmeriCorps
1215 W. Lewis Street
Pasco, WA 99301

Title

Date (month/day/year)

Rev. 04/08

Copies of the following original documents must be made by staff and attached to this form prior to administration of the basic skills test:

- Section 2: Verification of HS Diploma or equivalency certificate
- Section 4: Driver's License/State ID and Social Security Card

- Section 3: Documentation of Age
- Section 5: Documentation of Citizenship Status

Please bring original documents with you to the basic skills test appointment.

We thank you for taking the time to help us ensure your eligibility for AmeriCorps.