

“Your community ... Your chance to make it better.”



Rochester AmeriCorps
321 State Street, Suite 674
Rochester, New York 14608
585-685-6010

www.rochesteramericorps.org

How to Apply to Rochester AmeriCorps Online

Because your completed application receives a numerical score, it is important that you provide content in all text fields and answer all questions accurately and completely. Your application and professional references help create a full picture of who you are and what you can bring to national service. Please make sure this application accurately reflects all the qualities that make you a good candidate for the Rochester AmeriCorps program.

PLEASE NOTE: The Corporation for National and Community Service recommends using Internet Explorer when creating and submitting applications for AmeriCorps.

1. Accessing the my.americorps.gov website and creating your profile:
 - Enter <https://my.americorps.gov> in the address bar of your web browser or search for my.americorps in the search bar.
 - Once there click on the red “**Apply to Serve**” link (under the grey login box for returning users)
 - Next, follow the directions to *create a profile*. There are 4 steps. (Some of this information will be used in your application. Please make sure to fill out all fields and follow all character and word limitations.)
 - After you complete and submit your profile you will receive an email from recruitment@americorps.gov. Follow the link provided in the email to complete your registration and move to the next phase of the application process.
2. Following the link from your email will take you to you to the My AmeriCorps home page:
 - You will be prompted to create a username and password – please follow the instructions for doing so and submit. Please record your user name and password for easy log in at later dates.
 - You will then be redirected to your own My AmeriCorps page.
 - On the left hand side of the page there are a series of options – click on “**Applications**”
 - Follow the directions to create an application. Please make sure to fill out all relevant fields and follow all character and word limitations.
 - A successful application can take upwards of 1 ½ to 2 hours to complete – Please note that information is automatically saved as soon as you leave each section, so you can log out and log back in to finish later.
3. Submitting your application to Rochester AmeriCorps:
 - On your My AmeriCorps account page select “**Search Listings.**”
 - In the *Quick Search* box, next to *Program Name:* type “AmeriCorps: Rochester AmeriCorps” and click “**Search.**”
 - Click on “**AmeriCorps: Rochester AmeriCorps.**”
 - Click on “**Apply Now!**”
 - Follow the directions to certify and submit your application.

If you have any questions please call The Corporation for National and Community Service Helpdesk at **1-800-942-2677** our office at **585-685-6010**