

# Volunteer Maryland Coordinator Application

*Please print or type all information as requested.*

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

County \_\_\_\_\_ Phone (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

Email \_\_\_\_\_

## I. PERSONAL

Are you at least 17 years of age?

Yes

No

Are you a citizen of the United States or a permanent resident alien?

Yes

No

Education—Check the *highest* level of education completed: (check *only* one)

GED

H.S. diploma

Some college

Associate's degree

Bachelor's degree

Some graduate

Master's

Doctorate

Year *highest level* was completed: \_\_\_\_\_

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

**\*\*NOTE:** Proofs of citizenship, age, and high school degree are required for AmeriCorps enrollment.

## II. PROGRAM

Please indicate your 1st and 2nd choices for the issue area(s) you would like to work in.

\_\_\_ Education (youth, adult literacy, mentoring)

\_\_\_ Environment

\_\_\_ Human Welfare (e.g., homelessness, poverty, abuse)

\_\_\_ Public Safety

\_\_\_ Willing to serve where needed

Do you have a particular client or issue area preference?

\_\_\_ No \_\_\_ Yes—please indicate:

\_\_\_\_\_

Are you applying for \_\_\_ full-time or \_\_\_ part-time?

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

AmeriCorps Program Directory

College

Internet

Newspaper/Radio/Television

Service Site

Word of Mouth

Other \_\_\_\_\_

#### IV. PAST AMERICORPS EXPERIENCE

Have you served in any other AmeriCorps programs?  Yes  No If yes, provide the information below:

Name of program \_\_\_\_\_ Dates served \_\_\_\_\_

Name of program \_\_\_\_\_ Dates served \_\_\_\_\_

#### V. EMPLOYMENT HISTORY

*Provide all of the information requested below, either by completing this section or attaching a complete resume. If completing this section, please show your most recent employer first and work backwards.*

**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 \_\_\_\_\_

## VI. SKILLS

Please list any computer and/or other special skills you may have (e.g., foreign language). Coordinators are required to have basic computer skills.

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## VII. 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

## VIII. LEGAL INFORMATION

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.

1. a. Have you ever been charged with or convicted of any violations other than minor traffic violations? Yes No

b. If yes, for what have you been convicted, when, and where? \_\_\_\_\_

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2. Do you have any pending charges or are you under any type of investigation? Yes No If yes, please explain:

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## IX. WRITING SAMPLE

*Attach your responses to each of these essay questions. Each essay should be approximately one page in length, typed, and double-spaced. Hand-written essays will not be considered. Volunteer Maryland Coordinator positions are writing intensive. 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. What social issues are you the most passionate about? What connects you to these issues?
2. What experience or skills do you have that would make you a strong member of Volunteer Maryland?

## X. REFERENCES

*Two references are required. References should be teachers, employers, or community members who know you well. They cannot be related to you. **At least one** should be someone who has supervised you in either a paid or volunteer position.*

Please provide the names, phone numbers, and email addresses of your references:

Name \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_

If possible, please submit letters of recommendation from these references. Letters should describe your work competence, leadership potential, and your ability to build relationships. If you are not able to obtain letters of recommendation, we will contact your references by phone and/or e-mail.

### **Please check one:**

- Letters of recommendation are enclosed with my application.
- Letters of recommendation will be mailed separately.
- Contact my references by phone.

## XI. 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.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail completed application (including essays) to:  
La Tanya Justice, Director of Human Resources  
Literacy Council of Prince George's County, MD  
6532 Adelphi Road, Ste. 101, Hyattsville, MD 20782

You may also email your completed application and essays to: [jobs@literacycouncil.org](mailto:jobs@literacycouncil.org)

**This information will be kept separate from the VMC 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)\_\_\_\_\_