



BAYAC



AmeriCorps Application

(please type or print clearly)

I. PERSONAL INFORMATION

NAME: _____
First Last

BIRTHDATE: _____ **GENDER:** _____
MM/DD/YY

ADDRESS: _____
Street City State Zip

PHONE (Main): _____ **PHONE (Alternate):** _____

EMAIL: _____

How/where did you hear about BAYAC?

- Job Fair _____
- AmeriCorps Member _____
- Presentation _____
- Agency _____
- Other _____
- Craigslist/Job posting
- Flyer

Have you served in a National Service program (including AmeriCorps, VISTA, Senior Corps, Learn & Serve)? Y N

If yes, what program? _____

Dates of service: _____

Did you complete the program? Y N

If No, how many hours did you complete? _____

Why did you not complete the program? _____

Name: _____

II. SERVICE PLACEMENT

In which region would you prefer to be placed (prioritize: 1=1st choice to 5=last choice)?

- South Bay/Peninsula (San Mateo, Santa Clara Counties)
- San Francisco (San Francisco County)
- East Bay (Alameda, West Contra Costa Counties)
- East County (Pittsburg, Antioch, Brentwood, Oakley)
- Marin (Marin County)

Do you own a car or have daily access to one? Y N

III. SKILLS

Please indicate primary skills that you would most like to share with children/youth:

- | | |
|----------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Gardening | <input type="checkbox"/> Volunteer Coordination |
| <input type="checkbox"/> Homework Assistance | <input type="checkbox"/> Youth Development/Leadership |
| <input type="checkbox"/> Literacy Tutoring | |

Please indicate any additional activities you would like to share with children/youth:

- | | |
|--------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Community Outreach | <input type="checkbox"/> STD Education |
| <input type="checkbox"/> Computer Literacy | <input type="checkbox"/> Storytelling/Reading/Writing |
| <input type="checkbox"/> Mediation/Conflict Resolution | <input type="checkbox"/> Public Speaking/Presentations |
| <input type="checkbox"/> Mentoring | <input type="checkbox"/> Teen Pregnancy Prevention |
| <input type="checkbox"/> Recreation | <input type="checkbox"/> Tobacco, Drug & Alcohol |
| <input type="checkbox"/> Outdoor Education | <input type="checkbox"/> Violence |
| <input type="checkbox"/> Peer Counseling | <input type="checkbox"/> Volunteer Coordination |
| <input type="checkbox"/> Public Speaking/Presentations | <input type="checkbox"/> Other _____ |

Are you fluent in any languages other than English? Y N

If yes, please specify _____

What school/age groups are you most interested in working with (circle one)?

Elementary Middle High

Name: _____

IV. EDUCATION

Please list all schools attended and indicate if you are currently a student.
(If you attach a résumé with this information you do not need to fill out this part)

School/City/State	Start Date	Date of Graduation (or expected date)	Area of Study

V. WORK HISTORY

Please list volunteer and paid employment (if any):
(If you attach a résumé with this information you do not need to fill out this part)

Organization/Address/ Phone #	Dates	Title & Duties	Supervisor	Volunteer/ Paid

Name: _____

VI. REFERENCES

Please provide contact information for 2 references. References may be from supervisors, teachers, mentors, clergy, community leaders, etc. Family members and friends cannot be used as references. Choose people who have known you for at least one year.

REFERENCE 1:

Name: _____

Organization: _____ Title: _____

Relationship to Applicant: _____ Best time to contact: _____

Phone: _____ Email: _____

REFERENCE 2:

Name: _____

Organization: _____ Title: _____

Relationship to Applicant: _____ Best time to contact: _____

Phone: _____ Email: _____

VII. CONFIDENTIAL INFORMATION

Have you ever been convicted of a felony, or is any charge now pending against you? Y N

If yes, please explain on a separate piece of paper and attach it to the application.

Only U.S. Citizens and Lawful Permanent Residents of the U.S. may apply for AmeriCorps.

Are you a U.S. Citizen? Y N

If not, do you have a Permanent Resident Card? Y N

Permanent Resident Card Number: _____

Name: _____

VIII. OPTIONAL QUESTIONS

1. What is your racial and/or ethnic background? _____

Prefer not to respond

2. Do you identify as **LGBTIQQ** (Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, or Questioning)?

Y N Prefer not to respond

Name: _____

IX. BAYAC PERSONNEL REQUIREMENTS

The following requirements must be met before one can be an AmeriCorps member working with children/youth:

Fingerprinting:

The State of California requires that all individuals working with children/youth be fingerprinted and registered with the California Department of Justice. BAYAC’s policy is to go above and beyond this requirement by making sure all Staff and AmeriCorps members are Fingerprinted and registered with both the DOJ and the FBI. BAYAC staff can assist in this process and turnaround for fingerprint processing is variable, but usually takes less than one week. During this time you may not work alone with children/youth.

Tuberculosis (TB) Test:

The State of California requires that all individuals working with children/youth must get a tuberculin test on an annual basis. Please provide an original copy of the results of your most recent test if you had one within the last year. If you have not had one, BAYAC staff will assist you in locating a free or low cost clinic to do so. The test will take three days once administered.

Required Documentation:

It is necessary in the State of California for all employees to have appropriate employment eligibility and tax information on hand. Furthermore, AmeriCorps members must be American Citizens or Lawful Permanent Residents of the United States and have documentation to prove this. This information is forwarded to government agencies for tax and immigration reasons. This information is very important and must be provided to the personnel manager as soon as possible. If this information is not available employment with BAYAC will be terminated.

<i>Please be prepared to show one of the following in this column</i>
Unexpired US Passport
Certificate of US Citizenship (INS Form N-560 or N-561)
Certificate of Naturalization (INS Form N-550 or N-570)
Alien Registration Receipt Card with Photo (INS Form I-551)

OR

<i>one from <u>each</u> of these columns:</i>	
Drivers license or ID Card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address	Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the united states bearing an official seal
U.S. Military Card	U.S Citizen ID Card (INS Form I-197)
School ID card with a photograph	ID Card for use of Resident Citizen in the United States (INS Form I-179)

Instructional Aid Exam:

You may be required to take an Instructional Aid exam (reading and math) in order to qualify for service within a school district.

Is there any reason you might have difficulty satisfying any of the above requirements?

Y

N

If yes, how can we help you to satisfy these requirements before you start your service? _____

Name: _____

X. CERTIFICATION

I certify that my responses on this application are true and complete to the best of my knowledge. I understand that a criminal background check will be conducted and that BAYAC is a drug-free, equal opportunity work place.

Signature

Date

XI. PLACEMENT PROCESS

BAYAC's Term of Service for Full Time Members begins in late August. Applications are accepted on a rolling basis until all placements are filled, but applicants are strongly encouraged to submit applications as soon as possible in order to receive priority placement consideration.

PLEASE MAIL, FAX or EMAIL APPLICATION TO:

**BAYAC AmeriCorps
3219 Pierce St.
Richmond, CA 94804
Phone: 510/525-9980
Fax: 510/525-9981
Email: bayac@bayac.org**

See us on the internet at: www.bayac.org

People of Color, Multi-Lingual People, LGBTIQQ People, and People with Disabilities are strongly encouraged to apply.

Reasonable accommodations may be made for applicants with disabilities.

