



## How to Apply

### Before You Apply

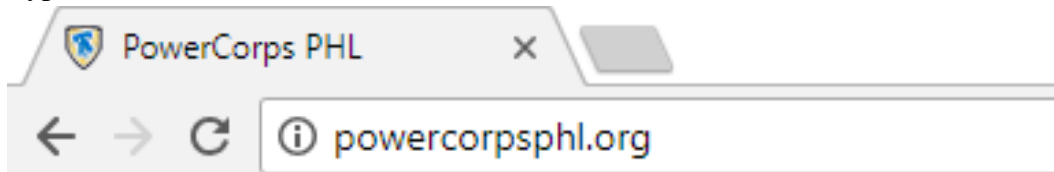
We highly recommend that you gather the following information for your application:

1. State Issued Photo ID
2. Birth Certificate
3. Social Security Card
4. High School Diploma or GED
5. Resume
6. Recommendation letter
7. Information about former employers (if any)
8. Information about education

*Copies of items 1-4 will can be uploaded to your application by using a scanned e-file or clear photo of your State issued ID, Birth Certificate, Social Security Card, and High School Diploma or GED. You can also bring any documents you can't upload to your interview.*

### Accessing our application

1. Type “PowerCorpsPHL.org” into the internet browser



2. You will be directed to the PowerCorpsPHL website homepage. Find “Apply to become an AmeriCorps member with us” at the top of homepage and select it.





3. You will be redirected to the page below. Be sure to read all the information on the page and when you are ready to apply select the word “[here](#)” next to item “(1)”

The screenshot shows the top navigation bar of the PowerCorps PHL website with links for 'About Us', 'Career Opportunities', 'Partners', 'Impact', and 'Get Involved'. Below the navigation is a banner that says 'Apply to become an AmeriCorps member with us.' followed by the AmeriCorps logo. The main content area features the heading 'APPLY TO BECOME AN AMERICORPS MEMBER WITH US.' and a sub-heading 'Apply to become an AmeriCorps member with us.' Below this, a paragraph reads: 'Thank you for your interest in PowerCorpsPHL, an AmeriCorps program.' The next line contains the text '(1) Cohort 11 AmeriCorps Crew Positions (September 2018 start): Click [here](#) to apply. We look forward to meeting you!' A red arrow points to the word 'here' which is enclosed in a red box.

4. You should now be on the **COGNITO FORMS** application portal.

The screenshot shows a web browser window displaying the Cognito Forms application portal. The browser's address bar shows the URL: 'https://www.cognitofrms.com/templates/shared/PowerCorpsPHL1/PowerCorpsPHLCohort11AmeriCorpsMemberApplication'. The Cognito Forms logo is at the top left, and navigation links for 'Features', 'Templates', 'Pricing', 'Blog', 'Support', 'Log In', and 'Sign Up' are at the top right. The main heading reads 'PowerCorpsPHL Cohort 11 AmeriCorps member application'. Below the heading are three buttons: 'SAVE & RESUME', 'FILE UPLOADS', and 'REPEATING SECTIONS', along with a 'Try It Now' button. The application form is displayed on a light yellow background and includes the following fields: 'First name of applicant\*', 'Middle initial of applicant', 'Last name of applicant\*', 'Phone\*', 'Email\*', and 'Alternate phone number'.



## Completing an Application

1. Using the information, you gathered in the “**Before You Apply**” Section complete all the fields marked with an asterisk (\*).
  - a. Application Sections
    - Contact information
    - Recruitment Partner Information
      - A recruitment partner is an organization that you are/were apart a associated with. If you do not have a recruitment partner, please select “I do not have a recruitment partner” from the drop-down selections.
    - Proof of ID Documentation
      - Please submit all documents that are ready to upload.
    - Languages
    - High School Education
    - Current Post-Secondary Education
    - Current Employment
    - Employment History
    - Skills and Service Experience
    - Professional Reference
    - Uniform Sizes
    - Emergency Contacts
    - Personal Essay
2. To **submit** the application, please select the “Submit: then you will be directed to schedule your first interview button.”

**Application assistance**

Who completed this application?\*

First  Last

Email of the person who completed this application, if not the applicant.

**Submit: then you will be directed to schedule your first interview.**

### ***Not ready to submit your application?***

*If you need more time to work on the application, please select the save button. A pop-up window will appear. To receive your saved application please enter your email address and click the send button. The email you receive from COGNITO FORMS will allow you to make updates.*



## Scheduling an Interview

Once you select the submit button on the application, you will be re-directed to the interview scheduling portal CALENDLY.

1. First, select a day that works for your schedule.

Select a Day

< Mon Jul 23 Wed Jul 25 Mon Jul 30 Wed Aug 1 Mon Aug 6 Wed Aug 8 Mon Aug 13 >

2. Next, select a time, then click the “Confirm” button

Select a Time am/pm  24 hr

09:00am

10:00am

11:00am

Confirm

3. To complete your interview confirmation, please fill out the “Enter Details” section.

### Enter Details

Full Name \*

Your Name

Your e-mail address \*

Your Email

Alternative email address:

Your Email

Best phone number to reach you:

Your Number

4. You should receive an email confirmation with the subject line “Confirmed: PowerCorpsPHL Cohort 11 Interviews with Lmiddendorf on July 23, 2018”



### Rescheduling Your Interview

1. If you can no longer make it to your original interview time you can reschedule your interview mentioned above.

Make changes to this event:




[Sign up for your own Calendly page](#)

2. To reschedule your interview, click the “Reschedule” Button and follow the steps listed in the “**Scheduling an Interview**” section of this handout.

### *Didn't find what you were looking for?*

Please contact one of the following individuals:

Lisa M. Middendorf..... [lmiddendorf@educationworks.org](mailto:lmiddendorf@educationworks.org)

Aiyana Mobley..... [amobley@educationworks.org](mailto:amobley@educationworks.org)

Alee Gonzalez ..... [PCrecruitment@educationworks.org](mailto:PCrecruitment@educationworks.org)