

APPLECORPS READING LITERACY PROGRAM

2011-12 AmeriCorps APPLICATION INSTRUCTIONS



Applications Accepted April 1, 2011!



**SANTA BARBARA COUNTY EDUCATION OFFICE
AMERICORPS PROGRAM (APPLECORPS)**

3970 La Colina Rd, Suite #2 ■ Santa Barbara, CA 95814
(805) 964-4711, ext. 4405 phone ■ (805) 682-9016 fax
www.AmeriCorpsTutors.org

IMPORTANT NOTICE TO APPLICANTS: There are two components necessary to complete an application to serve as a member for the 2011-12 program year. A complete application package consists of: **(1)** the 2011 Application Form to include the answers to the 6 questions in the application form, **(2)** the 2011 Application Reference Form (2 required). Both forms are available through the AppleCorps website at www.americorpstutors.org. Please ensure that you have obtained the proper forms from the above source.

2011-12 APPLICATION INSTRUCTIONS

Submission to the AppleCorps Reading Literacy Program

Please use the following instructions if you are applying to the AppleCorps Reading Literacy Program for a position as an AmeriCorps member. Applicants must complete the application materials and mail forms to the AmeriCorps office. The online forms are PDF files. To view PDF files, download the free Adobe Acrobat Reader [here](#). To complete your application, you should:

- 1) Open the AmeriCorps Application form and complete it electronically (available on the AppleCorps web site at www.americorpstutors.org. Save a copy of your completed application form to your computer hard drive. Print out the completed application form and submit to our office.
- 2) The AmeriCorps Application Reference form is available on the AppleCorps website at www.americorpstutors.org. You should direct your references (2 required) to the website to complete the form electronically. Once completed, your reference should save a copy of the completed form to his/her computer hard drive. The Reference Form should then be printed out, signed, and mailed to you the applicant for your inclusion in a complete application packet to be mailed to our office. **Because this is a federal program that requires original signatures, we do need the form to contain an original signature.**
- 3) Once you have the required application packet documents, mail to:

Tom Spadoro, Program Specialist
AmeriCorps Program
Santa Barbara County Education Office
P.O. Box 6307
Santa Barbara, CA 93160-6307



Applications are accepted until all positions are filled. We do not have a closing date for applications.

An application package will be considered incomplete until all the required forms are received. Applications are reviewed on a first come first serve basis according to the date received. Program staff does not review applications until all the required forms are received. **Please submit all the application materials at the same time in accordance with these instructions.**

*****MAC USERS!!!** Mac Preview (default Mac document viewer) may have difficulties saving completed PDF forms!!! We recommend you make sure you can save the data in a PDF form before completing entire forms. If you experience this problem the solution is to set-up your Mac to open PDF files in Adobe Acrobat, instead of Mac Preview.

If you have difficulties or cannot access the online forms, please contact us via email at AppleCorps@sbceo.org.



2011-12 AMERICORPS APPLICATION CHECKLIST

APPLICATION CHECKLIST

A complete 2011-12 AmeriCorps application package consists of the following components:

1. **AmeriCorps 2011-12 Application Form:** Complete and submit via U.S. mail.
2. **AmeriCorps Application Reference Forms (2 required):** Completed by your references to include original signatures and submitted with the rest of the application materials via U.S. mail.

