

# APPLECORPS READING LITERACY PROGRAM

## 2010-11 AmeriCorps APPLICATION INSTRUCTIONS



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**Applications Accepted Now!**

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**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](http://www.AmeriCorpsTutors.org)

**IMPORTANT NOTICE TO APPLICANTS:** There are two components necessary to complete an application to serve as a member for the 2010-11 program year. A complete application package consists of: **(1)** the 2010 Application Form to include the responses to the 6 questions in the application form sent in a separate document (a MS Word document), **(2)** the 2010 Application Reference Form (2 required). Both forms are available through the AppleCorps web site at [www.americorpstutors.org](http://www.americorpstutors.org). Please ensure that you have obtained forms from the above source.

**\*\*\*MAC USERS!!!** Mac Preview (default Mac document viewer) cannot submit PDF forms!!! You will need to set-up your Mac to open the PDF files in Adobe Acrobat, instead of Mac Preview. You can do that by following the steps on page 4 of this document below. If you don't do this your information will be lost!!!

## 2010-11 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 an online application and submit forms electronically. The electronic portions of the application are required and are to be sent to [AppleCorps@sbceo.org](mailto:AppleCorps@sbceo.org). The 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](http://www.americorpstutors.org)). Save a copy of your completed form to your computer hard drive. To submit the completed form electronically, you will need to attach it to an email using your Desktop Email Application (such as Eudora or Microsoft Outlook) or your Internet Email (such as Yahoo or Hotmail) and send it to [applecorps@sbceo.org](mailto:applecorps@sbceo.org). You should also attach the MS Word document with your responses to the 6 questions in the application form at this time. Please check that the files contain all the data by opening the files one final time as attachments to the email you send.



- 2) The AmeriCorps Application Reference form is available on the AppleCorps web site at [www.americorpstutors.org](http://www.americorpstutors.org). You should direct your references (2 required) to the web site to complete the form electronically. Once completed, save a copy of the completed form to your computer hard drive. Because this is a federal program that requires original signatures, we do need the form mailed to our office with the original signature. Print out the completed form, sign and mail to:

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

The applicant can also acquire the completed reference forms from the references and mail the forms to our office.

Electronic submission of the Application Reference form is required. To submit the completed form electronically, you will need to attach it to an email using your Desktop Email Application (such as Eudora or Microsoft Outlook) or your Internet Email (such as Yahoo or Hotmail) and send it to [applecorps@sbceo.org](mailto:applecorps@sbceo.org). Please check that the file contains all the data you entered by opening the file one final time as the attachment to the email you send.

If you have difficulties or cannot access the online forms, please contact us via email at [AppleCorps@sbceo.org](mailto:AppleCorps@sbceo.org).

Applications are accepted until all positions are filled.

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.



## 2010-11 AMERICORPS APPLICATION CHECKLIST

### APPLICATION CHECKLIST

A complete 2010-11 AmeriCorps application package consists of the following components:

1.  **AmeriCorps Application Form:** Complete and submit electronically
2.  **Responses to 6 questions in application:** Complete and submit electronically as a MS Word document.
3.  **AmeriCorps Application Reference Forms (2 required):** Complete and submit electronically; mail original forms with signature.



**\*\*\*MAC USERS!!!** Mac Preview (default Mac document viewer) cannot submit PDF forms!!! You will need to set-up your Mac to open the PDF files in Adobe Acrobat, instead of Mac Preview. If you don't do this your information will be lost!!! Follow the steps below to set-up your Mac to submit the AmeriCorps Application and Reference Forms.

I. General Direction:

'Get Info' for any PDF file, change the 'Open With' settings from Preview to Adobe Acrobat, and then 'Change All...' to make all PDF files open with Acrobat.

OR

II. Detail Directions:

1. Switch to the Finder, (click the smiley icon in the Dock).
2. Locate any file whose name ends with .pdf.
3. Select the file (click ONCE on it to highlight it).
4. In the File menu, select 'Get Info' (you can also use the keyboard shortcut Command-I)
5. Reveal the 'Open with:' section of the window. (The Info window is divided into several sections which can be revealed or hidden using the triangle widget on the left hand side of the window. Use the triangle to make sure the 'Open with:' section is shown.)
6. Change the 'Open with:' pop-up menu from Preview to Acrobat Reader
7. Click the 'Change All...' button, and click the 'Continue' button when you are prompted to confirm the change.
8. Now all PDF files will open with Acrobat including the AmeriCorps files.

