

APPLECORPS READING LITERACY PROGRAM

2010-11 AmeriCorps APPLICATION INSTRUCTIONS



Applications Accepted April 1, 2010



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 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. Please ensure that you have obtained forms from the above source.

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. 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). Save a copy of your completed form to your computer hard drive. To submit the completed form electronically, click on the Submit Form button at the top of the form. Once you click on the Submit Form button a window will open up requiring you to enter your Email Address and Full Name. Once you click the Send button another window will open requiring you to choose an email option. Select the option that best describes how you send email and click the OK button.
 - If you selected the option to use a Desktop Email Application (such as Eudora or Microsoft Outlook), an email window will open up with the From, To and Subject fields populated and your completed application attached. You can also attach the MS Word document with your responses to the 6 questions in the application form at this time or send it as an attachment in a separate email to AppleCorps@sbceo.org.



- If you selected the option to use an Internet Email (such as Yahoo or Hotmail) you will be required to save your completed Application Form to your computer hard drive. Once saved, you will need to use your internet email to send the Application Form and the MS Word document with your responses to the 6 questions in the application form to AppleCorps@sbceo.org.
- 2) The AmeriCorps Application Reference form is available on the AppleCorps web site at 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 Spadoro, 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 and mail to our office.

Electronic submission of the Application Reference form is required. To submit the completed form electronically, click on the Submit Form button at the top of the form. Once you click on the Submit Form button a window will open up requiring you to enter your Email Address and Full Name. Once you click the Send button another window will open requiring you to choose an email option. Select the option that best describes how you send email and click the OK button.

- If you selected the option to use a Desktop Email Application (such as Eudora or Microsoft Outlook), an email window will open up with the From, To and Subject fields populated and the completed reference form attached. Once you ensure the form is attached, click your send button to send the form to our office.
- If you selected the option to use a Internet Email (such as Yahoo or Hotmail) you will be required to save the completed Application Reference form to your computer hard drive. Once saved, you will need to use your internet email to send the Application Reference form to AppleCorps@sbceo.org.

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

