



### AmeriCorps Member Application

**How to apply:** In order for applications to be considered, they must be **received by Friday, September 29, 2017**. Please fill out the member application and send with your cover letter and resume to the Program Manager at Huron Pines. You will then be given further information and instruction. Position descriptions are available at [www.huronpines.org/ameriCorps](http://www.huronpines.org/ameriCorps). Incomplete applications will not be accepted. In person interviews will be on Wednesday and Thursday, **November 8 & 9, 2017** in Gaylord, Michigan.

**Reasonable accommodations:** If you need to make a request for a reasonable accommodation, due to a disability, such as to obtain materials in a format that works for you or to fully participate in the application process, please contact us.

Contact Jake Jermac, Program Manager at (989) 448-2293 x30 or [jake@huronpines.org](mailto:jake@huronpines.org) with questions.

#### Application Checklist:

- Member application
- Cover letter
- Resume

#### email information to:

Jake Jermac, Program Manager  
[jake@huronpines.org](mailto:jake@huronpines.org)

There are 30 open positions. Check all positions for which you are applying:

- Antrim Conservation District - Stewardship Coordinator
- BaySail - Education Outreach & Volunteer Coordinator
- Battle Creek Public Schools Outdoor Education Center - Education & Land Stewardship Specialist
- DNR Atlanta - Resource Protection Technician
- DNR Gaylord - Silviculture & Biodiversity Program Developer
- DNR Gladstone - Environmental Stewardship Technician
- DNR Gladwin - Conservation Program Developer
- DNR Grayling - Conservation Technician
- DNR Lansing - Invasive Species & Urban Forestry Technician
- DNR Pigeon River Country - Conservation Program Developer
- DNR Roscommon - Resource Protection Technician
- DNR Roscommon - Conservation Easement & Outreach Technician
- DNR Traverse City - Conservation Program Developer
- Grand Traverse Regional Land Conservancy (7 positions) - Stewardship Technician
- Huron Pines - Community Education Specialist
- Huron Pines - Habitat Restoration Technician
- Leelanau Conservancy - Lead Stewardship Technician
- Little Forks Conservancy - Land Steward
- Michigan Natural Features Inventory - Natural Heritage Specialist
- Michigan State University Extension/Sea Grant - Education and Outreach Coordinator
- Northeast Michigan Great Lakes Stewardship Initiative - Education Coordinator
- Otsego Conservation District - Education Coordinator
- Tip of the Mitt Watershed Council - Education and Watershed Protection Specialist
- US Forest Service - Outreach Coordinator



4241 Old US 27 South, Suite 2, Gaylord, Michigan 49735 (989) 448-2293 [www.huronpines.org](http://www.huronpines.org)

**For any question you may attach any additional information or explanation on a separate sheet.**

Name: \_\_\_\_\_  
LAST FIRST MIDDLE

AmeriCorps members begin service on **January 4, 2018**. Are you available to begin on that date?

Yes No

If no, earliest date you are available to begin service: \_\_\_\_\_  
MONTH/DAY/YEAR

Do you understand that if you accept a Huron Pines AmeriCorps position you are committing to serve 1700 hours of service beginning **January 4 through November 9, 2018**? Yes No

Are you available on November 8 or 9, 2017 for an in-person interview?

Yes No

If no, please indicate Skype ID or phone number to reach you at: \_\_\_\_\_

Current Address: *All information will be sent to this address unless you notify us of a change.*

\_\_\_\_\_  
NUMBER AND STREET (IF POSSIBLE, INCLUDE A NUMBER AND STREET ADDRESS WHEN USING A P.O. BOX)

\_\_\_\_\_  
CITY STATE ZIP CODE

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Work Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_

Permanent Address (if different than above) – please give the name and address of a person through whom you can always be reached:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
FIRST LAST

\_\_\_\_\_  
NUMBER AND STREET (IF POSSIBLE, INCLUDE A NUMBER AND STREET ADDRESS WHEN USING A P.O. BOX)

\_\_\_\_\_  
CITY STATE ZIP CODE

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_

Check the highest level of education that you will have completed by the time you are planning to serve in AmeriCorps (check only one).

High school diploma or GED  
Technical school/Apprenticeship  
Other (please specify): \_\_\_\_\_

Associate's degree  
Some college

Bachelor's degree  
Graduate degree

How did you hear about this position?

College/University (School \_\_\_\_\_)

Ad in the local newspaper

Huron Pines website

Host organization announcement/website

Current or former AmeriCorps member

Friend/Family

Other (Please explain \_\_\_\_\_)

AmeriCorps is part of a national service program designed to strengthen citizenship and the ethic of service. What does community service mean to you?

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How have you been involved in your community?

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If you served in an organization, complete the following:

Organization Name: \_\_\_\_\_ Total Hours Served: \_\_\_\_\_

Description of Involvement: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Total Hours Served: \_\_\_\_\_

Description of Involvement: \_\_\_\_\_

Have you previously served in AmeriCorps? Yes No  
(Check all that apply):

AmeriCorps VISTA      AmeriCorps NCCC      AmeriCorps State and National

Program Location: \_\_\_\_\_; From: \_\_\_\_\_ To: \_\_\_\_\_  
CITY STATE MONTH/YEAR MONTH/YEAR

Did you complete your term of service? Yes No

If no, why not? \_\_\_\_\_

**References: Please provide the contact information for three references.**

Reference Name: \_\_\_\_\_  
LAST FIRST

Title:

Company/Organization:

Relationship:

Phone ( ) \_\_\_\_\_ E-mail REQUIRED: \_\_\_\_\_

Reference Name: \_\_\_\_\_  
LAST FIRST

Title:

Company/Organization:

Relationship:

Phone ( ) \_\_\_\_\_ E-mail REQUIRED: \_\_\_\_\_

Reference Name: \_\_\_\_\_

LAST

FIRST

Title:

Company/Organization:

Relationship:

Phone ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail REQUIRED: \_\_\_\_\_



### CERTIFICATION

*Your application must be certified with your original signature in ink.*

I certify that all of the statements made in this application are true, correct, and complete, to the best of my knowledge, and are made in good faith. I understand that misinformation or omission of information could result in disqualification and/or termination as an AmeriCorps member. I also understand that my selection for participation in some AmeriCorps programs, including AmeriCorps\*NCCC, will require a physical examination, including drug and alcohol testing. Background and security checks may also be conducted by some programs.

PRIVACY ACT NOTICE: The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The authority for collecting information from you in this application is contained in 42 U.S. C 12592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S. C 4953 of the Domestic Volunteer Service Act of 1973 as amended. You are advised that submission of the information is entirely voluntary, but the requested information is required in order for you to participate in AmeriCorps programs.

The principal purpose for requesting this personal information is to process your application for acceptance into an AmeriCorps program, and for other general routine purposes associated with your participation in an AmeriCorps program. These routine purposes may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests, to present and former employers, references provided by you in your application, and educational institutions, for the purpose of verifying the information provided by you in your application. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information will not otherwise be disclosed to entities outside of AmeriCorps and the Corporation for National and Community Service without your prior written permission.

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SIGNATURE

DATE

- Typing your name on the line signifies your electronic signature for this application.