

Huron Pines AmeriCorps

Developing leaders in conservation since 2007



AmeriCorps Member Application

How to apply: In order for applications to be considered, they must be **received by Monday, September 30, 2019**. Please fill out the member application and send with your cover letter and resume to the Program Manager at Huron Pines. Position descriptions are available at www.huronpines.org/ameriCorps. Incomplete applications will not be accepted. In person interviews are on Thursday, November 7, 2019 in Lansing and Friday, November 8, 2019 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 Sarah Topp, AmeriCorps Coordinator at (989) 448-2293 x30 or sarah@huronpines.org with questions.

Application Checklist:

- Member application
- Cover letter
- Resume

email information to:

Sarah Topp, AmeriCorps
Coordinator
sarah@huronpines.org

There are 26 open positions. Check all positions for which you are applying:

- Antrim Conservation District- Healthy Lakes Landscaping Coordinator
- DNR Atlanta- Resource Protection Technician
- DNR Gladwin- Conservation Program Developer
- DNR Grayling- Conservation Technician
- DNR Lansing- Invasive Species Analyst
- DNR Pigeon River Country- Conservation & Educational Technician
- DNR Roscommon- Silviculture Research Technician
- DNR Traverse City- Educational Program Developer
- DNR Traverse City- Cooperative Program Developer
- Grand Traverse Regional Land Conservancy (5 positions)- Stewardship Technician
- Huron Pines- Environmental Education Specialist
- Huron Pines- GIS and Stormwater Management Technician
- Keweenaw Land Trust- Stewardship and Outreach Programs Developer
- Leelanau Conservancy- Stewardship Technician
- Little Forks Conservancy- Land Steward
- Michigan Natural Features Inventory- Conservation Science Technician
- Michigan Nature Association- Volunteer and Outreach Specialist
- Michigan State University Extension/Sea Grant- Education and Outreach Program Coordinator
- Michigan United Conservation Clubs- Engagement Specialist
- Missaukee Conservation District- Conservation Technician
- US Fish & Wildlife Service- Imperiled Species Educational Program Developer
- US Forest Service/Mio Ranger District- Outreach Coordinator

4241 Old US 27 South, Suite 2, Gaylord, MI 49735 | huronpines.org/ameriCorps | (989) 448-2293

Huron Pines AmeriCorps is a program of Huron Pines and is supported in part by the Corporation for National and Community Service, Michigan Community Service Commission, Huron Pines and contributions from host sites.

Huron Pines AmeriCorps

Developing leaders in conservation since 2007



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

Name: _____
LAST FIRST MIDDLE

AmeriCorps interviews in Lansing take place on November 7, 2019. Are you available to interview in-person on that date? Yes No

AmeriCorps interviews in Gaylord take place on November 8, 2019. Are you available to interview in-person on that date? Yes No

Check here if you are unable to make either of the in-person interviews and will require a video/phone interview

AmeriCorps members begin service on January 30, 2020. 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 will be committing to serve 1700 hours of service beginning January 30 through November 27, 2020? Yes No

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: _____

4241 Old US 27 South, Suite 2, Gaylord, MI 49735 | huronpines.org/ameriCorps | (989) 448-2293

Huron Pines AmeriCorps is a program of Huron Pines and is supported in part by the Corporation for National and Community Service, Michigan Community Service Commission, Huron Pines and contributions from host sites.

Huron Pines AmeriCorps

Developing leaders in conservation since 2007



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 Associate's degree Bachelor's degree
 Technical school/Apprenticeship Some college Graduate degree
 Other (please specify): _____

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?

4241 Old US 27 South, Suite 2, Gaylord, MI 49735 | huronpines.org/ameriCorps | (989) 448-2293

Huron Pines AmeriCorps is a program of Huron Pines and is supported in part by the Corporation for National and Community Service, Michigan Community Service Commission, Huron Pines and contributions from host sites.

Huron Pines AmeriCorps

Developing leaders in conservation since 2007



How have you been involved in your community?

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? _____

Huron Pines AmeriCorps



Developing leaders in conservation since 2007

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: _____

An FBI background check and federal sexual offender registry check must be conducted on all AmeriCorps members. Existence of a criminal conviction/adjudication may or may not, depending

4241 Old US 27 South, Suite 2, Gaylord, MI 49735 | huronpines.org/amicorps | (989) 448-2293

Huron Pines AmeriCorps is a program of Huron Pines and is supported in part by the Corporation for National and Community Service, Michigan Community Service Commission, Huron Pines and contributions from host sites.

Huron Pines AmeriCorps

Developing leaders in conservation since 2007



on the circumstances, disqualify you from consideration. However, any intentional misrepresentation or omission will disqualify you. You will be informed of the results of these checks. If the results disqualify you for service, you will have the opportunity to challenge the results.

Yes, I authorize Huron Pines to conduct criminal history checks and sexual offender registry checks. All results will be strictly confidential.

The information below is required to complete background checks. Failure to provide info results in an incomplete application and ineligibility for the program.

Date of Birth: _____
MONTH/DAY/YEAR

Place of Birth: _____

Male Female

Are you a United States citizen, national, or lawful permanent resident alien? Yes No

If you are a lawful permanent resident alien and you received your card after January 1987, what is your registration number and card expiration date? _____

Please answer the following questions fully. Do not include minor traffic violations. Have you ever been convicted, or adjudicated as a juvenile offender, of any criminal offense by either a civilian or military court, other than minor traffic violations? Yes No

Are you now: Under charges for any offenses? Yes No

On probation or parole? Yes No

If No, skip to "Certification" below. **If Yes, please provide the following information:**

Date: _____ Place: _____
MONTH/DAY/YEAR CITY STATE

Charge: _____ Action Taken: _____

Court, Probation, or Parole Officer: _____ Phone: (_____)

Address: _____
STREET ADDRESS CITY STATE ZIP CODE

4241 Old US 27 South, Suite 2, Gaylord, MI 49735 | huronpines.org/ameriCorps | (989) 448-2293

Huron Pines AmeriCorps is a program of Huron Pines and is supported in part by the Corporation for National and Community Service, Michigan Community Service Commission, Huron Pines and contributions from host sites.

Huron Pines AmeriCorps

Developing leaders in conservation since 2007



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.

SIGNATURE _____

DATE _____

**By typing your name on the line that signifies your electronic signature for this application*