



Bonner AmeriCorps Program

Application Checklist

Member Information

Member Name: _____

Campus: _____

Term: ☐ 300 hour ☐ 450 hour ☐ 900 hour

Member Application Form (page 1)

- ☐ Verify all Eligibility questions have been answered IN FULL.
- ☐ Verify Experience and References sections have been filled out.
- ☐ Verify that the application has been SIGNED and dated by prospective Member.

Criminal History Check Authorization (page 2)

- ☐ Verify all information is provided IN FULL.
- ☐ Verify Authorization is SIGNED and DATED by prospective Member.
- ☐ If Member is under 18, verify Authorization is SIGNED and DATED by prospective Member's parent/guardian.

Eligibility Documentation

U.S. Citizenship or U.S. National or Lawful Permanent Resident of the US

Check the proof of citizenship or legal permanent residence you are providing:

- ☐ State or County-issued birth certificate ☐ Unexpired U.S. passport issued to you as a U.S. Citizen ☐ US passport card
- U.S. Department of State Form: ☐ FS-240 ☐ FS-350 ☐ FS-545 ☐ DS-1350 ☐ N-550 or N-570 ☐ N-560 or N-561
- ☐ Permanent Resident Card INS Form I-551 ☐ Alien Registration Receipt Card INS Form I-551
- ☐ Passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence
- ☐ Departure Record INS Form I-94
- ☐ Eligibility documentation is stapled to page 3 of the Application.

Government-Issued Photo ID (e.g., U.S. Driver's License, U.S. Passport or Certificate of Naturalization)

- ☐ A government-issued photo ID must also be stapled to the AmeriCorps Application on page 4

National Sex Offender Website (NSOPW) Pre-enrollment Screening

Check to confirm all steps are completed properly (See NSOPW Step-by-Step Guide <http://goo.gl/sggOG>)

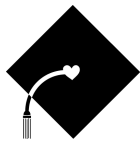
- ☐ Completed the "**Standard Search**" of the NSOPW using the prospective Member's legal **First Name** and **Last Name** **EXACTLY as it appears on his or her eligibility documentation.** (Do not use the "advanced search" option.)
- ☐ **NSOPW print-out is date-stamped by printer** (no handwritten dates) Date on print-out _____
- ☐ Print out signed by Campus Administrator who ran the screening (even where results = no hits). This signature is critical since it provides evidence that the results were considered and reviewed.
- ☐ All registries were available, or a combination of results from all registries is attached.
- ☐ NSOPW screening is re-performed on all disclosed prior legal names.
- ☐ Memo included for any NSOPW check that returned results (see Wiki link <http://goo.gl/g8XUL/>)

NSOPW Screening Results

- ☐ Results legibly signed and stapled to AmeriCorps Application on page 4

Check List Completed by _____ Completion Date: _____

(Must **not** be by an AmeriCorps or VISTA Member)



Bonner AmeriCorps Program

Member Application for Grant Year 2012-13

Contact Information

Member Name _____

School _____

Member's E-mail Address _____

In case of emergency, please contact:

Name _____ Relationship _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

Eligibility

1. **Have you ever been convicted of a crime other than a traffic violation?**
(Note: Failure to disclose any prior convictions or making a FALSE STATEMENT in connection with a Criminal History Check will disqualify you from participation in AmeriCorps).

Yes

No

If Yes, please describe:

2. **I have received a high school diploma or a GED**

Yes

No

3. **If NO, Do you agree to obtain a high school diploma or equivalent before using the AmeriCorps Education Award, and certify that you did not drop out of elementary school or secondary school to enroll in the program?**

Yes

No

4. **Please circle the designation which describes your status:**

U.S. Citizen

U.S. National

Legal Permanent Resident

5. **Are you at least 18 years old?**

Yes

No

If "no", has your parent/legal guardian signed your Member Contract on page 21

Yes

No

Experience (List Most Recent)

Employer: _____

Supervisor: _____

Start Date: _____

End Date: _____

Job Title: _____

Phone Number: _____

Duties: _____

References (Excluding family members, list two individuals you have known for at least one year)

Name: _____

Relationship: _____

How long have you known this person? _____

Phone Number: _____

Name: _____

Relationship: _____

How long have you known this person? _____

Phone Number: _____

I certify under penalty of law that all the information I have provided on this application is correct and accurate:

Signature of Bonner AmeriCorps Program Applicant _____

Date _____



Bonner AmeriCorps Program

Criminal History Check Authorization

The Corporation for National and Community Service and The College of New Jersey require that AmeriCorps Members undergo a criminal history check which includes:

- 1) A completed search of the National Sex Offender Public Website (NSOPW) performed, dated and signed by the Member's Campus Administrator.
- 2) A state criminal record search in the state in which the Member serves and a National United States Criminal Search

I hereby authorize The College of New Jersey to conduct the required criminal history checks to determine my eligibility to participate in the National Bonner AmeriCorps Program. I understand that failure to disclose any information regarding my criminal background will result in my termination for cause from this AmeriCorps program, making me ineligible for the AmeriCorps Education Award. I understand that my ability to serve as an AmeriCorps Member with the National Bonner AmeriCorps Program is contingent upon the results of the criminal history checks. I understand that failure to consent to the criminal history check will make me ineligible to serve in the National Bonner AmeriCorps Program. I understand that convictions related to sex offenses and murder are cause for immediate disqualification for service in an AmeriCorps program. I understand that in the event of my suspension from my term of service for a period exceeding 30 days, it will be necessary for a new criminal history check to be performed before I can be reinstated to my term of service, and I hereby give my consent, authorizing any additional criminal history checks as required by AmeriCorps regulations.

In addition, I understand that per my written request, I will be given the opportunity to review the results of my criminal history check. I also understand that I have the opportunity to challenge the results of the criminal history check. I understand that I am not required to pay for the costs of the criminal history check.

Criminal history check results will be kept confidential. However, I authorize The College of New Jersey to share the results of my criminal history check with my Campus Administrator, my site supervisor, the staff of the Bonner Foundation, and the staff of the Corporation for National and Community Service. I understand that the results of my criminal history check may also be viewed by outside auditors from The College of New Jersey and the Corporation for National and Community Service during an authorized audit of the National Bonner AmeriCorps Program.

I understand that I am to be accompanied at all times by an authorized program official who has been cleared for access (via the criminal history check required by the service site) to vulnerable populations (individuals under the age of 18, individuals age 60 or older, and individuals with disabilities until my criminal history checks are completed.

This authorization form must be accompanied by a clearly identifiable copy of a government-issued photo ID. (See Application page 3 for acceptable identification.)

Name: _____
Last First Middle

Sex (circle): Male Female Social Security: _____ - _____ - _____ Date of Birth: ____/____/____

Address at which you live WHILE ENROLLED IN COLLEGE: _____

City/State/Zip: _____

Previous Legal Name(s): _____
Last First Middle Last First Middle

List all addresses at which you have resided in the past five years:

Signature: Bonner AmeriCorps Program Applicant

Date

Signature: Parent/Guardian if Applicant is under 18

Date

Staple Here

Staple Here

DOCUMENT ATTACHMENT PAGE

Citizenship, Naturalization or Legal Permanent Resident Documentation

Staple a clearly legible copy of the potential Member's **Citizenship, Naturalization or Legal Permanent Resident Documentation** to this page.

Staple the document to the top right and top left corners of this page.

The following are acceptable forms of certifying status as a U.S. Citizen or National:

- 1) a **state- or county-issued birth certificate** showing that you were born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa or the Northern Mariana Islands;
- 2) an **unexpired U.S. passport** issued to you as a U.S. Citizen;
- 3) U.S. Passport card;
- 4) a Report of Birth Abroad of a Citizen of the United States (U.S. Dept. of State Form FS-240);
- 5) a Certificate of Birth - foreign service (US Dept. of State Form FS-545);
- 6) certification of Report of Birth issued by the State Department (US Dept. of State Form DS-1350);
- 7) INS Certificate of Naturalization (INS form N-550 or N-570);
- 8) or INS Certificate of Citizenship (INS form N-560 or N-561) issued by the Immigration and Naturalization Service.

The following are acceptable forms of certifying status as a Lawful Permanent Resident of the United States:

- 1) Permanent Resident Card INS Form I-551
- 2) Alien Registration Receipt Card INS Form I-551
- 3) A passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or
- 4) A Departure Record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence.

Staple Here

Staple Here

DOCUMENT ATTACHMENT PAGE

NSOPW Check Results

Staple a complete copy of the potential Member's **National Sex Offender Public Website Results** to the top of this page: to the top right and top left corners. (If any registries were not available on the first screening attempt, attach all subsequent attempts until the results provided show that, taken together, all registries were available and checked). ALSO ensure that NSOPW results are re-performed on all prior legal names where disclosed, and results attached.

*For more information regarding the NSOPW check see the Bonner AmeriCorps Wiki Page:
<http://goo.gl/g8XUL>*

Staple the Applicant's Government-Issued Photo ID Here:

Government-Issued Photo ID	
	
(Signed, Unexpired US Passport or Driver's License)	