



# ENERGY CORPS APPLICATION

## EDUCATION

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

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Some high school                | <input type="checkbox"/> Associate's degree | <input type="checkbox"/> Graduate degree         |
| <input type="checkbox"/> High school diploma or GED      | <input type="checkbox"/> Some college       | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Technical school/Apprenticeship | <input type="checkbox"/> Bachelor's degree  | _____  |

13. List all schools after high school that you have attended, including trade or technical schools, military training and employment training programs.

	Name of School (List most recent first)	Location of School (City/State)	Dates Attended		Major or Area of Study	Type of Degree or Certificate	Date Received or Expected
			From Mo./Yr.	To Mo./Yr.			
A.							
B.							
C.							
D.							

14. Do you know or have you studied any language(s) other than English?    Yes    No

Language(s): \_\_\_\_\_ Number of Years Studied or Spoken: \_\_\_\_\_

Speaking Ability:    Poor    Fair    Good    Excellent

Writing Ability:    Poor    Fair    Good    Excellent

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15. In the space below or on a separate sheet of paper, provide any additional skills and experience that may be helpful in evaluating your application, including other languages spoken.

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## COMMUNITY SERVICE (Previous service is not always a requirement.)

17. Describe how you have reached out to help others and/or how you have been involved in your own community. Explain why you decided to serve or get involved, and what you received in return-that is, what you learned or how it made you feel. Think in broad terms. List your most recent activity first. Attach a separate sheet of paper if you need more space. (Your involvement could include serving in neighborhood, school, religious, social, professional, or other volunteer groups; helping out with

A. DATES OF INVOLVEMENT: From: MONTH/YEAR To: MONTH/YEAR Hours per mo.: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

B. DATES OF INVOLVEMENT: From: \_\_\_\_\_ To: \_\_\_\_\_ Hours per mo.: \_\_\_\_\_  
MONTH/YEAR MONTH/YEAR

Organization Name: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

18. Have you previously served in AmeriCorps?  Yes  No  
How many times in each of the programs?

Program or AmeriCorps\*NCCC Campus

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

Did you complete your term of service?  Yes  No

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

\_\_\_\_\_

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## MOTIVATIONAL STATEMENT

19. We would like to understand more about you and your reasons for applying to Energy Corps. Take a few minutes and consider those experiences which have made you the person you are today. Please share with us one of these experiences and how it sparked your interest in community service. If you need additional space, attach a separate piece of paper and limit your total response to 500 words.

## EMPLOYMENT

20. Beginning with the most current or most recent position, list and briefly describe the last four positions you have held or your last ten years of employment you have held. Begin with the current or most recent and go back ten years. Include self-employment, internships/fellowships, home management, and full- or part-time paid or unpaid work experience. (You may attach a resume instead if it addresses the information requested below.)

NAME AND ADDRESS OF EMPLOYER	DATES	JOB TITLE AND DUTIES
A. Organization, City/State: _____ _____ Supervisor: Phone and email _____	From: ____/____ MO./YR. To: ____/____ MO./YR. Hrs./week: _____	Title: _____ Duties: _____ Reason for leaving: _____
B. Organization, City/State: _____ _____ Supervisor: Phone and email _____	From: ____/____ MO./YR. To: ____/____ MO./YR. Hrs./week: _____	Title: _____ Duties: _____ Reason for leaving: _____

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NAME AND ADDRESS OF EMPLOYER	DATES	JOB TITLE AND DUTIES
C. Organization, City/State: _____ _____ Supervisor: Phone and email _____	From: ____/____ MO./YR. To: ____/____ MO./YR. Hrs./week: _____	Title: _____ Duties: _____ _____ Reason for leaving: _____ _____
D. Organization, City/State: _____ _____ Supervisor: Phone and email _____	From: ____/____ MO./YR. To: ____/____ MO./YR. Hrs./week: _____	Title: _____ Duties: _____ _____ Reason for leaving: _____ _____

21. Explain any period of time greater than six months not accounted for by AmeriCorps, Peace Corps, work, school, or military service. Or, explain why you have no employment history. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## SKILLS AND EXPERIENCE

22. Listed below are skill areas that some programs find useful and may seek in Energy Corps applicants. Indicate the skill areas in which you have had training or experience, including volunteer or community service experience, and indicate how you gained those skills.

EXAMPLE:  Public Speaking – Club President \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Architectural Planning _____     | <input type="checkbox"/> Leadership _____         |
| <input type="checkbox"/> Business/Entrepreneur _____      | <input type="checkbox"/> Medicine _____           |
| <input type="checkbox"/> Communications _____             | <input type="checkbox"/> Outreach _____           |
| <input type="checkbox"/> Community Org./Development _____ | <input type="checkbox"/> Public Health _____      |
| <input type="checkbox"/> Computers/Technology _____       | <input type="checkbox"/> Public Speaking _____    |
| <input type="checkbox"/> Conflict Resolution _____        | <input type="checkbox"/> Recruitment _____        |
| <input type="checkbox"/> Counseling _____                 | <input type="checkbox"/> Teaching/Tutoring _____  |
| <input type="checkbox"/> Education _____                  | <input type="checkbox"/> Trade/Construction _____ |
| <input type="checkbox"/> Fine Arts/Crafts _____           | <input type="checkbox"/> Writing/Editing _____    |
| <input type="checkbox"/> First Aid _____                  | <input type="checkbox"/> Youth Development _____  |
| <input type="checkbox"/> Fundraising/Grant Writing _____  | <input type="checkbox"/> Other (specify): _____   |
| <input type="checkbox"/> Law _____                        |   |

# ENERGY CORPS APPLICATION

## REFERENCES

	Name	Address	Phone #	Email	Relationship
1)	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____

## CRIMINAL HISTORY

The Energy Corps application process requires a criminal history check to ensure community members with whom we work are protected, particularly children, individuals with disabilities, and individuals over 60 years old.

We are investigating for past sexual offenses and violent crimes, or crime that would have a direct bearing on your service.

This background check will entail our search of the National Sex Offenders Registry and an FBI criminal history check, which will require your being fingerprinted at Pre-Service Orientation.

You will not be permitted to serve or work with children, individuals with disabilities, or individuals over 60 years of age, without supervision until the history check is complete and you are cleared. The review process is not lengthy, and normally is completed within weeks.

Answer the following questions fully. Existence of a criminal conviction or juvenile adjudication may or may not, depending on the circumstances, disqualify you from consideration. However, any intentional misrepresentation or omission will disqualify you. Do not include minor traffic violations.

23. **Have you ever been convicted as an adult, 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 currently facing charges for any offense or on probation or parole?  Yes  No  
If no, skip to "Certification" below.

If you answered yes to any of the questions above, please provide the following information:

Date: \_\_\_\_\_ Place: \_\_\_\_\_  
MONTH/DAY/YEAR CITY STATE

Charge: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Court, Probation, or Parole Officer: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

NAME: \_\_\_\_\_

Address: \_\_\_\_\_  
NUMBER AND STREET

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

You may attach any additional information or explanation on a separate sheet.

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## CERTIFICATION

By signing this application, or by submitting it electronically if applying on-line, 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. Misinformation or omission of information could result in disqualification or termination as an Energy Corps member. 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 Energy Corps program, and for other general routine purposes associated with your participation in an Energy Corps 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 Energy Corps and the National Center for Appropriate Technology without your prior written permission.

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SIGNATURE

DATE

Print Name: \_\_\_\_\_

# ENERGY CORPS APPLICATION

## OPTIONAL INFORMATION

**HOW DID YOU FIRST HEAR ABOUT ENERGY CORPS?** You may check more than one.

- AmeriCorps representative  
(service/career fair, conference, information session)
- Armed Forces
- Current or former AmeriCorps member
- Friend/Relative
- Internet/Listserv/E-mail
- Newspaper/Magazine advertisement
- Other service organization
- Radio story
- Television advertisement
- Poster at school
- College guidance office/Placement office
- Department of Education
- High school guidance counselor
- Newspaper/Magazine article
- Peace Corps
- Radio advertisement
- Received information in the mail
- Television news story
- Other (specify) \_\_\_\_\_

**WHAT IS YOUR ETHNICITY?**    Hispanic or Latino    Not Hispanic or Latino

**WHAT IS YOUR RACE?** Mark one or more:

- American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American.** A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.



## Veteran Status

Under the Vietnam Era Veterans' Readjustment Assistance Act of 1974,  
The Veterans Employment Opportunities Act (VEOA) of 1998 and the  
Rehabilitation Act of 1973, as amended

Regulations issued by the U.S. Department of Labor require that federal contractors provide an opportunity for self-identification. Such self-identification is submitted on a voluntary and confidential basis, for use only in accordance with regulations. Neither the submission of this information nor the refusal to submit this information will subject the individual to adverse treatment. Completion of this form is voluntary and will only be used for Affirmative Action reporting. You may identify yourself now or at any time in the future if you believe yourself to be covered.

**Please check all that apply to you:**

**I do not want to identify my veteran status**

**Not a veteran**

**Disabled Veteran**

Either (1) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability.

**Recently Separated Veteran**

Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service. Discharge Date (mm/dd/yyyy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Armed Forces Service Medal Veteran**

Any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.2 (For the current list of military operations for which an Armed Forces service medal was awarded. Visit <http://www.opm.gov/Veterans/html/vgmedal2.htm> for updates.)

**Other Protected Veteran**

A veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. (For the current list of campaigns and expeditions for which a campaign badge was authorized. Visit <http://www.opm.gov/Veterans/html/vgmedal2.htm> for updates.)

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

It is NCAT's policy and organizational philosophy to ensure that all of our employment practices, including recruitment and hiring, are administered for all individuals without regard to race, sex, creed, color, national origin, age, religion, marital or veterans status, disability, sexual orientation, or political affiliation.