

2020 – 2021 AmeriCorps Application Process Checklist (SAMPLE)



NAME: _____ 1st Interview: Day _____ Date _____ Time _____

- ◆ Position Applied For: PT FT Central Skype _____ Telephone _____
- ◆ Out of State _____ Prior AmC Mbr. _____ Prior Service Check
- ◆ E-mailed: *Interview Date Notice/Story Line, Program Calendar, Position Chart*: _____(Date)
- ◆ Interview Completed: Yes No (Postponed Canceled No Show)
- ◆ Documents: Application Rate Sheet References: 1.____ 2. ____ DL BC/PP SS Card
- ◆ CBC Clearance: NSOPW State of Virginia Out of State _____ (State of Application)
- ◆ Applicant Reviewed by AmeriCorps Staff: _____(Date)
Assigned to Schools: 1. _____ 2. _____
- ◆ Rejected Rejection Letter Sent _____(Date) Hold for Future Review
- ◆ If Assigned, *Possible Candidate E-mail* Sent to SS #1: _____ Yes/No SS #2: _____ Yes/No
- ◆ Response Date Deadline from SS On *Possible Candidate E-mail*: SS #1: _____ SS#2: _____
- ◆ *Campus Interview E-mail* (incl. SS Contact Info) to Candidate to Set up Campus Interview: _____(Date)
- ◆ 2nd Interview Scheduled: (Date)_____ (School) _____ SS _____ Ph. # _____
- ◆ Post 2nd Interview Contact with SS: _____(Date) SS Accepts Applicant: Yes No
- ◆ Alternate School Assignment & SS: _____ Poss. Cand. E-mail Campus Int. E-mail
- ◆ Alternate 2nd Interview: (Date)_____ (School) _____ SS _____ Ph. # _____
- ◆ Post Alternate 2nd Interview Contact with SS: _____ (Date) SS Accepts Applicant: Yes No
- ◆ Reference Check: Acceptance Letter: _____(Date) Applicant Accepts: Yes No _____(Date)
- * Welcome Packet: _____ (Date) Enrollment Session: _____ (Date) Added to Google Group:

