



NJ Bonner AmeriCorps Program Application Checklist

Applicant Information

Applicant Name: _____

Community Partner or Campus: _____

Term: ☐ 300 hour ☐ 900 hour ☐ 1700 hour

Member Application Form

- ☐ Verify all questions in Section A have been answered FULLY.
- ☐ Verify all questions in Section B have been answered FULLY.
- ☐ Verify Section C is completed.
- ☐ Verify all questions in Section D have been answered FULLY.
- ☐ Verify all questions in Section E have been answered FULLY and that the applicant (and the parent or legal guardian, if applicable) has SIGNED and DATED the Authorization for Criminal History Check.
- ☐ Verify Section F is completed.
- ☐ Verify Section G is completed.

Government-issued Photo ID

- ☐ A government-issued photo ID is attached (i.e. State issued ID card, Driver's License or Public School ID Card)

US Citizenship, Naturalization or Legal Permanent Resident Documentation

Check the citizenship, naturalization or legal permanent resident documentation 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

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 or Site Supervisor who ran the screening (even where results = no hits).
- ☐ 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/>)

Other Documentation

- ☐ Signed Social Security Card Attached
- ☐ Resume Attached
- ☐ Education Documentation Attached (High School Diploma, GED, College Transcript or College Diploma)
- ☐ Completed New Jersey State Police Criminal History Check Form Attached
- ☐ Schedule FBI Fingerprinting Appointment through Fieldprint

Check List Completed by _____ Completion Date: _____

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