



# TCNJ Bonner AmeriCorps Program

## Application and Enrollment Instructions

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### Preliminary Steps:

1. Create a profile on [my.americorps.gov](https://my.americorps.gov). You will need to input several pieces of personal information and later validate your profile. Your name on your application must match your name on your government identification. Find out more information at <https://www.nationalservice.gov/programs/ameri-corps/join-ameri-corps>. If you already have an My AmeriCorps Portal account, please use that account's username and password.

### Apply:

2. Complete and submit an application through the My AmeriCorps Portal to your specific position.
  - Please provide two references. The two references must complete an online form for the application to be considered completed.
  - You must disclosed criminal history on the application.

### Submit:

3. Submit all unexpired eligibility documentation listed below. Mail clearly visible **photo copies** to **The Bonner Foundation at 10 Mercer St. Princeton, NJ 08540** (ATTN: Kristi Cordier and Jasmine Rangel).
- **Citizenship or Permanent Resident Verification** - One of the following items to verify individual's citizenship or Legal Permanent Residence Immigration status in the United States:

The following are acceptable forms of primary documentation certifying status as a **U.S. citizen or national**:

    - (1) A birth certificate showing that the individual was 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) A United States passport;
    - (3) A report of birth abroad of a U.S. Citizen (FS-240) issued by the State Department;
    - (4) A certificate of birth-foreign service (FS 545) issued by the State Department;
    - (5) A certification of report of birth (DS-1350) issued by the State Department;

- (6) A certificate of naturalization (Form N-550 or N-570) issued by the Immigration and Naturalization Service; or
- (7) A certificate of citizenship (Form N-560 or N-561) issued by the Immigration and Naturalization Service.

The following acceptable forms of primary documentation certifying status as a **lawful permanent resident alien 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.

- **Social Security Card** for the member with a clearly legible SSN
- **Government issued photo ID** (US Passport, Driver's License, State Issued College Student ID)
- Updated Resume
- Education Documentation (High School Diploma or most recent college transcript)
- Completed Prospective Member Criminal History Check Authorization

### **Initiate:**

- 4. Consent to New Jersey State Background Check via email.
- 5. Schedule and complete FBI fingerprint background check appointment through Fieldprint (see attached **Fieldprint CNCS Scheduling Aid**). **Appointment must be scheduled and completed one week prior to intended enrollment date.**
- 6. Complete online My AmeriCorps Enrollment Form via Invitation Form in email. **(based upon timely completion of prior deadlines)**

### **Service Start:**

- 7. Attend Orientation on TBD date.

***Please note that your position as an AmeriCorps Member is conditional and based upon the completion of the above items by the designated deadlines.***

