



Intermountain AmeriCorps APPLICATION PROCESS

So now that you have some basic information on our program, hopefully you are wondering, “How do I apply to your program?” Hopefully this section will answer some of those questions and get you started on our application process.

STEP 1: Fill out and submit an application to our program.

You can do this in a few ways. You can apply online at the AmeriCorps website, download a copy of the application from our website or the AmeriCorps website, or you can fill out the included application in this packet.

There are three important parts to the application to make sure are completed: The application portion, the references (minimum of two) and the signature page. We need all three of these components to have a complete application for you.

STEP 2: Read, fill out and mail to us the Pre-Interview Packet & Questionnaire.

This document is a good way to look at some of the details of our program and AmeriCorps as a whole. It will help you to assess whether our program is right for you. Please read and fill out this packet and mail it to us. We will need this document as part of your file as well.

STEP 3: Interview Process

Due to the fact that approximately 60% of our members come from out of state, you have the choice of an in-person interview or a video interview. The in-person interviews will take place at our office in Wenatchee. Our office will be in contact with you to set up an interview time. Most of in-person interviews start in the month of May and go through the month of August. The earlier you apply, the earlier you can get interviewed and decisions can be made.

If you interview in-person and are local you will most likely be doing a separate interview with sites you are interested in and sites that are interested in you. Once a site accepts an applicant we notify the applicant and then it is in your hands to decide if you wish to accept a position with Intermountain!

Out-of-state applicants can choose to come out for an interview BUT almost all usually decide on doing a video interview. We will send you a video of our program with instructions on the video interview process and what you need to do. Contact our staff if you have questions during this process.

STEP 4: Site Interviews & Questions

After you have interviewed with us or submitted a video interview. The sites will view your video or meet with you in person. They may want to give you a call as well if you are out of state so they can ask a few other questions not covered by the video interview.

The site then talks with our staff about their decision and we contact the individuals to let them know the sites decision.

STEP 5: Accepting a position.

If a site accepts you and our organization accepts you we will contact you to let you know the results of the interview process. Then...the ball is in your court!

The time frame in which this process happens depends on many factors. How early you apply, how busy our sites are, if all the necessary application information is in to us, how many applications we have...the factors are endless! We cannot give you an exact time frame BUT we can tell you that the earlier you apply, the earlier you will know a decision. So APPLY TODAY!

Once you accept a position with our organization we will start working with you to collect any other needed information to complete the process. We will also start connecting you with resources in our area and other members coming out for the service year. Once we have a concrete schedule of our programs orientation and starting date and time, we will send you a welcome packet with some helpful information to get you started.

Of course during this process our staff is always willing and eager to help you out in any way we can! Please don't hesitate to contact us if you have any questions and any point during this process! We look forward to receiving your application!