



**Dane County Department of Human Services
Division of Prevention and Early Intervention**

Partners for After School Success (PASS)
A Community-Based AmeriCorps Program



AmeriCorps

**PASS AmeriCorps Application
2024-2025 Service Year**

PERSONAL INFORMATION

Name: _____

Address: _____ City: _____ State: _____ Zip code: _____

Home phone: _____ Cell phone: _____

Email address: _____

What is the best way to contact you? _____

- I am applying for a 1,700-hour full-time slot (38hrs/week)
- I am applying for a 900-hour half-time slot (20hrs/week)
- I am applying for a 450-hour quarter-time slot (10hrs/week)

Are you a U.S. Citizen or Permanent Resident? Yes No
 Have you successfully completed an AmeriCorps program previously? Yes No

When: _____ What program: _____

Did you earn an education award upon exit? Yes No

Are you able/interested in serving at a site outside of Madison? Yes No

HOW DID YOU HEAR ABOUT PASS?

EDUCATION INFORMATION

You may attach a résumé in lieu of completing the next three sections. Respond to questions not addressed in your résumé.

Name & Location of High School or GED program	Did you graduate?	Year diploma was granted

Training Beyond High School

Name & Location of Institution	Dates Attended		Credits Earned	Major Field & Remarks	Degrees Month & Year Received
	From	To			

Other academic honors, training or achievements that will be helpful in evaluating your qualifications.

PAID OR VOLUNTEER WORK HISTORY

Dates of Employment Month/Year	Name & Contact Information of Employer	Job Title and Duties	Reason for Leaving

May we obtain references from your current or previous employers? Yes No
 If no, name and explain exceptions.

If you were ever discharged for cause from employment, state the details.

REFERENCES

Please list at least 3 work references familiar with your job qualifications (no relatives or personal friends)

Name	Email Address & Phone Number	Relationship to Applicant

AVAILABILITY

Full time (1700 hour) members serve between 38 – 40 hours, M - F. Half-time (900 hour) members serve 20 hours a week, M – F. Quarter-time (450 hour) members serve 10 hours a week, M – F. Members provide school engagement activities during the school day, program plan in the early afternoon and run extended learning programs from 3:00 – 5:30 p.m. at school sites and 3:00 – 7:00 p.m. at community sites. Half-time and quarter-time member schedules may vary depending on availability. Members are responsible for meeting their hours per the schedule outlined with the host site. Members are allowed to work another job on a part-time basis or take a class as long as it does not interfere with PASS activities and responsibilities.

If applying for a 1700 hour slot, are you available to serve the required hours and schedule? Yes No

If applying for a 900 hour or 450 hours slot, what other obligations will you have during the term? Please include school schedules and other work obligations with as much detail as you are able to provide at this time.

ADDITIONAL SKILLS

Do you speak a second language? Yes No
If yes, which language(s)

Please list any other unique skills you have that would add to your qualifications.

MOTIVATIONAL STATEMENT

Please describe your motivation for serving as an AmeriCorps member with PASS. (Limit 500 words)

BACKGROUND CHECK AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

PASS/Dane County conducts background checks on applicants who make it to the final stages of the hiring process. Background checks require full-legal name, date of birth, and current and previous addresses. This information is used for background check purposes only.

Full Legal Name (include middle name):

Any Additional Names Used (maiden, nicknames, name changes, etc.):

Date of Birth:

Current & Previous Residences

Please list the street addresses, cities, states, and zip codes where you have resided in the PAST FIVE years.

Record of Law Enforcement History

Have you ever been convicted of any violations of City Ordinances, State or Federal Law including traffic violations? This information will only be used if relevant to the position for which you are applying.

Date	Municipal/County/State	Law Violated	Disposition: Bail, Forfeited, Fined, Conviction, etc.

I have applied for a position with PASS AmeriCorps with the Dane County Department of Human Services. I authorize this department to run a complete and thorough criminal background check on me including an FBI fingerprint and state criminal registry checks. I also authorize individual police and/or sheriff's departments to release my records to the Dane County Department of Human Services. I authorize sharing these results within the program.

Please insert electronic signature. You will be asked to sign if interviewed.

Signature: _____ Date: _____

Understanding & Authorization (Please Read Carefully Before Signing)

I CERTIFY THAT ALL ANSWERS ON THIS APPLICATION AND ANY ATTACHMENTS ARE TO THE BEST OF MY KNOWLEDGE TRUE AND THAT I HAVE NOT WITHHELD ANY PERTINENT INFORMATION.

I UNDERSTAND THAT ANY OMISSION, MISREPRESENTATION OR FALSE INFORMATION SUBMITTED IN CONNECTION WITH THIS APPLICATION MAY RESULT IN REFUSAL OF, OR DISMISSAL FROM THE PROGRAM.

I UNDERSTAND THAT IF ACCEPTED INTO THE PROGRAM THAT I WILL BE ENROLLED AS AN AMERICORPS MEMBER. ALL PASS AMERICORPS MEMBERS MUST BE U.S. CITIZENS OR PERMANENT RESIDENT ALIENS, 17 YEARS OF AGE OR OLDER, AND COMMIT TO SERVING THE REQUIRED HOURS. FOR MORE INFORMATION ABOUT AMERICORPS GO TO: www.nationalservice.gov/programs/ Americorps.

I AUTHORIZE THE COUNTY TO INVESTIGATE MY RESPONSES ON THIS APPLICATION AND CONTACT ANY OR ALL OF MY FORMER EMPLOYERS OR ANY INDIVIDUALS FAMILIAR WITH ME OR MY EMPLOYMENT BACKGROUND FOR THE PURPOSE OF OBTAINING ANY INFORMATION, WHETHER FAVORABLE OR UNFAVORABLE, ABOUT ME OR MY EMPLOYMENT. I VOLUNTARILY AND KNOWINGLY FULLY RELEASE AND HOLD HARMLESS ANY PERSONS OR ORGANIZATION THAT PROVIDES INFORMATION PERTAINING TO MY EMPLOYMENT OR ME.

IN COMPLIANCE WITH STATE AND FEDERAL LAWS, DANE COUNTY DEPARTMENT OF HUMAN SERVICES AND PASS PARTNER AGENCIES DO NOT UNLAWFULLY DISCRIMINATE AGAINST ANY INDIVIDUAL ON THE BASIS OF AGE, RACE, CREED, COLOR, HANDICAP, MARITAL STATUS, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, OR ANCESTRY.

Sign electronically if submitting by e-mail. You will be asked to sign if interviewed.

Signature: _____ **Date:** _____

Please return your application and a résumé electronically to:

Bonnie Erickson
Dane County Human Services
erickson.bonnie@countyofdane.com