

AmeriCorps VISTA Application Instructions

Start on the BDJ Center website - www.bdjcenter.org/vista

Click one of the VISTA Opportunities and read the description.

After clicking Apply Now! on the Job Listing there is a 3-stage process.

(*If you are already signed up in AmeriCorps VISTA skip to Step 2. Log in to your existing My AmeriCorps account. If the My AmeriCorps on the left is blue, click Applicant Home and then click Applications. If red, just click Applications.)

Stage 1 - Create your AmeriCorps VISTA profile -

*Entire profile must be completed at once. Progress will not be saved until after stage 1 is complete.

- SSN, date of birth, address including the zip + 4, phone #, and email
- Your education level, military status, language skills, interests, and skill
- Validate profile through email

Stage 2 - Create your application (Resume)

- A Motivational Statement
 - ❖ Develop in saved word doc. and copy and paste
 - ❖ 3,000 characters (~500 words)
 - ❖ Used to assess professionalism, motivation, and maturity
 - ❖ Include why you want to be a VISTA & any anecdotal story
- Details of skills and experience, community service, education, and employment history
 - Opportunity to detail skills and experience
 - Site where/how you acquired these skills/experience - Add any applicable Certificates
 - Education - most recent/current first
 - All institutions attended
 - Highschool, College, Master's program, Technical School or Trade school etc.
 - Community Service - most recent/current first
 - Can add all or can choose relevant few
 - Employment History - (most recent 4 jobs or last 10 years)
 - Explain any gaps in employment longer than 6 months
 - If no employment history - Provide statement explaining why
- Criminal history statement (if applicable)
 - ❖ All VISTAs are given a federal background check including National Sex Offender Public Website and FBI Criminal History Check

- ❖ List of every conviction is required – be completely honest, this is all confidential information and not necessarily exclusionary
- Demographic Information
 - ❖ How you heard about the AmeriCorps VISTA program
 - Background Information - Race/Ethnicity etc.
- References -***Be Aware**: Both References **must** complete and submit an emailed questionnaire for the system to accept your application.
- **Please ensure references are prepared ahead to respond!**
 - ❖ Email will be sent after references are used in a submitted application – another email can be sent if needed.
 - ❖ At least 2 people you know well, and they are familiar with your skills, employment history, etc.
 - ❖ Should Be:
 - Job supervisor, Volunteer supervisor, High school teacher, Clergy, Coach, College instructor
 - ❖ Should NOT Be:
 - Relatives, Classmate, Coworker, Friend
 - ❖ Must include – Reference’s Full Name, email address, title, mailing address, and phone #
- Click Finish Application

Stage 3 - Return to Job Listing and submit application with references.

- Select Ben D. Johnson Educational Center VISTA Position you are interested in.
- At the bottom right there is an Add to Favorites button if you want to save to apply later
- Click Apply Now again
- Select your Application to submit and select References to include
- Certify anything prompted and click Submit

Have any questions about BDJ Center job listings please contact us by phone (318) 460-7460 or email info@bdjcenter.org with the subject line “Questions About VISTA Jobs”.

AmeriCorps hotline 1-800-942-2677 for any system errors.

Video Instructions - AmeriCorps VISTA Application Workshop (54 minutes)

(from Start to 14:00 is application) <https://youtu.be/xdZWs-pca0o>