**AmeriCorps Project Conserve
Member Application 2018-2019**

**Submission Instructions & Host Site Contact Information**

**The applications deadline has been extended for some positions. Positions will be open until filled, so please apply ASAP to be considered.**

**For questions, please contact Amy Stout by phone: 828-697-5777 ext. 217**

**or email:** **projectconserve@conservingcarolina.org**

**SUBMISSION INSTRUCTIONS**

* To be considered for a position, you must submit an application to each host site to which you are applying AND an application to the Project Conserve Program Director. Please see the Application Checklist (page 1-2 of this document, below) for details regarding what documents to include with each application.
* All Project Conserve host sites (including program director) accept electronic (e-mail) OR hard copy applications.
* If you are submitting an electronic application, please use the following format for file names: **Last Name\_First Name\_Document Name**.
* Please note that the primary contact for applications may be different than the supervisor identified in the service description. To find out where to send your host site applications, please see the Host Site Contact List (page 2-3 of this document)
* If you are applying for multiple positions at one host site, it is only necessary to submit ONE copy of your application to the site.
* For positions located at Conserving Carolina, applicants only need to submit one application to the Project Conserve Program Director.



**APPLICATION CHECKLIST**

**Applications to Host Sites:** To be considered for a Project Conserve position, please submit the following documents directly to each host site to which you are applying. All host sites accept electronic (e-mail) or hard copy applications. Host Site contact information can be found on pages 2 – 3 of this document.

[ ]  **1. Application Form with Short Answers** – An original signature is not required on your applications to the host sites. Short Answer questions are on Page 4 of the application.

[ ]  **2. College Transcript OR proof of high school graduation** – An unofficial transcript is acceptable in your applications to the host sites, as long as the transcript is legible and has your name. (Most Project Conserve positions require a college degree. Please see individual service descriptions for specific eligibility requirements.)

[ ]  **3. Resume** – Include education, self-employment history, internships/fellowships, full or part-time paid or unpaid work experience, community service experience and any professional affiliations.

**Application to Project Conserve Program Director:** An additional copy of your application, which includes the documents below, must be submitted to the Project Conserve Program Director.

[ ]  **1. Application Form with Short Answers** – Short Answer questions are on Page 4 of the application.

[ ]  **2. Signature Page** – This page may be scanned and submitted in a separate document (for email submissions).

[ ]  **3. College Transcript OR proof of high school graduation** – An unofficial transcript is permitted at the time of application, as long as it is legible and has your name. An official college transcript must be received within 2 weeks of being offered a position.

[ ]  **4. Resume** – Include education, self-employment history, internships/fellowships, full or part-time paid or unpaid work experience, community service experience and any professional affiliations.

[ ]  **5. A Copy of your Birth Certificate OR valid U.S. Passport OR Permanent Resident / Alien Registration** **Card** – Please make sure you send only a COPY and that the copy is clear and legible.

[ ]  **6. A Copy of your valid Driver’s License** – Please make sure the copy is clear and legible. (Most Project Conserve positions require a Driver’s License. If the position does not require Driver’s License, you may include a copy of another valid photo ID.)

**HOST SITE CONTACT INFORMATION**

On page 2 of the Project Conserve application, please rank the positions for which you would like to be considered. You may apply for any number of positions. Please e-mail or mail one completed copy of your application to each host site to which you are applying and one copy to the Program Director, using the contact information listed below. If you are applying to positions at Conserving Carolina, the Program Director copy is sufficient. (You do not need to submit an additional Conserving Carolina host site copy.)

**All Applications:**

**Project Conserve Program Director**

Attn: Amy Stout

projectconserve@conservingcarolina.org

847 Case Street

Hendersonville, NC 28792

**Foothills Equestrian Nature Center (FENCE)**

Attn: Tracie Hanson

admin@fence.org

3381 Hunting Country Road

Tryon, NC 28782

**Mountain Roots**

Attn: Ali Holroyd Lien

ali@mountainroots.org

PO Box 248

Cedar Mountain, NC 28718

**Polk County Recreation Department**

Attn: Jerry Stensland

recreation@polknc.org

P.O. Box 308

Columbus, NC 28722