**AmeriCorps Project Conserve
Member Application**

**Submission Instructions &
Host Site Contact Information**

**Position Open Until Filled**

**For questions, please contact Amy Stout at**

**828-697-5777 ext. 217 or** **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 Amy Stout, 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.
* Electronic applications are preferred, but we will accept hard copy (mailed) applications if necessary.
* 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 Amy Stout, 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**

[ ]  **2. College Transcript OR proof of high school graduation** – An unofficial transcript is acceptable, as long as the transcript is legible and includes your name. Many 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. Cover Sheet (including signature)**

[ ]  **2. Application Form with Short Answers**

[ ]  **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.

[ ]  **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.

**Additional Required Documents** (if selected for a Project Conserve position)

If you are offered a position, the following documents are due within **2 weeks** of position acceptance.

[ ]  **1. A Copy of your Birth Certificate OR valid U.S. Passport OR Permanent Resident/Alien Registration** **Card**

[ ]  **2. A Copy of your valid Driver’s License** – 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.

[ ]  **3. A Copy of your Social Security Card**

[ ]  **4. Official College Transcript OR proof of high school graduation**

**HOST SITE CONTACT INFORMATION**

On the last page 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 complete copy of your application to each host site to which you are applying and upload 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

[Upload to Egnyte](https://conservingcarolina.egnyte.com/ul/nvAzl6SmpM)

847 Case Street

Hendersonville, NC 28792

**Host Site Applications:**

**Hemlock Restoration Initiative of**

**WNC Communities**

Attn: Margot Wallston

director@savehemlocksnc.org

594 Brevard Road

Asheville, NC 28806