

# application instructions



**Thank you for considering a position at City Year—**

**applying is the first step in a rewarding journey.**

**Below are some simple instructions to help you get started:**

---

## Application Deadlines

City Year has four application deadlines:

- Early Application Deadline.....November 30**
- Winter Application Deadline.....February 15**
- Spring Application Deadline .....April 15**
- Summer Application Deadline .....May 31**

To be considered for a position, you must submit your completed application, including application form, essays, and reference forms, to City Year by one of the four deadlines listed above. If positions are still available after May 31, City Year will consider new applications on a rolling-admissions basis.

Applications submitted later in the year are typically competing with a much larger pool of applicants. The sooner you apply, the better your chances of acceptance.

---

## Where to Send Your Application

You have two service placement options. You can apply to a specific City Year site or apply to serve where most needed.

City Year is one national organization with many site locations. Therefore, we accept only one application per individual. Submitting your application to more than one site will significantly delay the selection process.

If you are applying to a specific City Year site, you should mail your completed application to that site directly. If you are applying to serve where most needed, you should mail your completed application to the National Recruitment Department. City Year site addresses are listed on page 7 of the application.

---

## Reference Forms

Include two reference forms with your completed application, each sealed and signed by the recommender on the back flap of the envelope. Select recommenders who are familiar with your personal background, education, employment and/or professional skills. Consider asking a work or volunteer supervisor, clergy member, teacher or professor, guidance or career counselor, or coach to fill out the enclosed reference forms. You should not ask a family member, classmate, co-worker, or friend to serve as a reference.

City Year will begin reviewing your application once we have received all the necessary materials, including your two reference forms.

---

## Essays

You will need to answer three essay questions. Each essay should be at least 250 words; we recommend, however, an essay length of approximately 500 words. Pay particular attention to content and mechanics (grammar, spelling, punctuation, etc.), as we will evaluate your essays based on these criteria.

---

## Application Checklist

- Application form
- 3 Essays
- 2 Reference forms
- Submit by 1 of the 4 application deadlines:

MONTH

DATE

*Keep a photocopy for your records.*

# Application

PLEASE PRINT LEGIBLY USING BLUE OR BLACK INK

## Biographical Information

**Name** first \_\_\_\_\_ middle \_\_\_\_\_  
last \_\_\_\_\_ preferred name \_\_\_\_\_

**Gender**  male  female

**Date of Birth** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Social Security Number** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### Current Address

(residency until \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_)

number and street \_\_\_\_\_

\_\_\_\_\_ apt. # \_\_\_\_\_

city \_\_\_\_\_

state \_\_\_\_\_ zip code \_\_\_\_\_

home phone (\_\_\_\_\_) \_\_\_\_\_ work phone (\_\_\_\_\_) \_\_\_\_\_

mobile phone (\_\_\_\_\_) \_\_\_\_\_

email address \_\_\_\_\_

### Permanent Address (if different from current address)

number and street \_\_\_\_\_

\_\_\_\_\_ apt. # \_\_\_\_\_

city \_\_\_\_\_

state \_\_\_\_\_ zip code \_\_\_\_\_

home phone (\_\_\_\_\_) \_\_\_\_\_ work phone (\_\_\_\_\_) \_\_\_\_\_

mobile phone (\_\_\_\_\_) \_\_\_\_\_

email address \_\_\_\_\_

**General Correspondence** We will need to contact you frequently during the selection process. How can we best reach you? (check one)

email  home phone  mobile phone  work phone

**Written Correspondence** We will need to mail you certain documents during the selection process. How can we best correspond with you? (check one)

current address  permanent address

**How did you hear about City Year?** Check as many as apply.

City Year corps member/alumni. If so, specify whom \_\_\_\_\_

City Year staff. If so, specify whom \_\_\_\_\_

City Year website

City Year program (Young Heroes, Opening Day, Camps)

AmeriCorps (recruiter/website)

friend/family member

high school teacher/college professor

guidance counselor/career center

school presentation/fair. If so, specify where \_\_\_\_\_

advertisement. If so, specify where \_\_\_\_\_

internet/listserv/email. If so, specify where \_\_\_\_\_

poster. If so, specify where \_\_\_\_\_

other. If so, specify \_\_\_\_\_

**Have you served previously with City Year or another AmeriCorps program?**

yes  no If you answered yes, please complete the following:

dates of service \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

program name \_\_\_\_\_

Did you complete your term of service?  yes  no

If no, please explain \_\_\_\_\_

Biographical Information

Describe your ethnic background (optional).

- checkbox african american, checkbox american indian/alaskan native, checkbox anglo/caucasian, checkbox asian american/pacific islander, checkbox hispanic/latino, checkbox multi-ethnic, specify, checkbox other, specify

Are you a United States citizen? checkbox yes checkbox no

If no, are you a lawful permanent resident alien? checkbox yes checkbox no

If you are a lawful permanent resident alien and you received your alien card after January 1987, what is the registration number and card expiration date?

reg. # exp. date

City Year corps members often need to engage in physical activities.

Is there any reason that you would be unable to perform such activities as morning calisthenics, supervising children at play, and physical service projects, either with or without accommodations? checkbox yes checkbox no

If you are a parent, are you interested in learning more about AmeriCorps childcare benefits?

checkbox yes checkbox no

Parent or Guardian Information

1) Name: first last

relationship to you

number and street

apt. #

city

state zip code

home phone ( ) work phone ( )

mobile phone ( )

occupation

2) Name: first last

relationship to you

number and street

apt. #

city

state zip code

home phone ( ) work phone ( )

mobile phone ( )

occupation

# Application

PLEASE PRINT LEGIBLY USING BLUE OR BLACK INK

## Extracurricular, Leadership, Volunteer, and Work History

List and briefly describe up to four extracurricular, leadership, volunteer, or paid positions that are relevant to your City Year application, including club experiences (arts, academic, athletic, etc.), leadership roles (team captain, student government official, etc.), and any important experiences in which you demonstrated responsibility, made a contribution, or developed new skills. You may choose to include your resume with your application.

1

organization name \_\_\_\_\_  
 city/state \_\_\_\_\_  
 supervisor \_\_\_\_\_ phone (\_\_\_\_\_) \_\_\_\_\_  
 dates of involvement: from \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ hours/week \_\_\_\_\_  
 position held/honors won \_\_\_\_\_  
 duties \_\_\_\_\_  
 reason for leaving \_\_\_\_\_

2

organization name \_\_\_\_\_  
 city/state \_\_\_\_\_  
 supervisor \_\_\_\_\_ phone (\_\_\_\_\_) \_\_\_\_\_  
 dates of involvement: from \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ hours/week \_\_\_\_\_  
 position held/honors won \_\_\_\_\_  
 duties \_\_\_\_\_  
 reason for leaving \_\_\_\_\_

3

organization name \_\_\_\_\_  
 city/state \_\_\_\_\_  
 supervisor \_\_\_\_\_ phone (\_\_\_\_\_) \_\_\_\_\_  
 dates of involvement: from \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ hours/week \_\_\_\_\_  
 position held/honors won \_\_\_\_\_  
 duties \_\_\_\_\_  
 reason for leaving \_\_\_\_\_

4

organization name \_\_\_\_\_  
 city/state \_\_\_\_\_  
 supervisor \_\_\_\_\_ phone (\_\_\_\_\_) \_\_\_\_\_  
 dates of involvement: from \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ hours/week \_\_\_\_\_  
 position held/honors won \_\_\_\_\_  
 duties \_\_\_\_\_  
 reason for leaving \_\_\_\_\_

## Education

Check the box next to the highest level of education that you will have completed by the time you begin your City Year experience. You must be able to provide documentation of your educational status in the final phase of the application process.

- some high school     high school diploma     GED certificate     associate's degree     some college     bachelor's degree  
 graduate degree     other, specify \_\_\_\_\_

List below all high schools, colleges, educational and job training programs, trade or technical schools, and military trainings you have attended, most recent first.

1

\_\_\_\_\_

school/program \_\_\_\_\_

city/state \_\_\_\_\_

type of institution:     public     private

dates attended: from (month/year) \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

major or area of study \_\_\_\_\_

type of degree or certificate \_\_\_\_\_

date received or expected \_\_\_\_\_

2

\_\_\_\_\_

school/program \_\_\_\_\_

city/state \_\_\_\_\_

type of institution:     public     private

dates attended: from (month/year) \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

major or area of study \_\_\_\_\_

type of degree or certificate \_\_\_\_\_

date received or expected \_\_\_\_\_

3

\_\_\_\_\_

school/program \_\_\_\_\_

city/state \_\_\_\_\_

type of institution:     public     private

dates attended: from (month/year) \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

major or area of study \_\_\_\_\_

type of degree or certificate \_\_\_\_\_

date received or expected \_\_\_\_\_

4

\_\_\_\_\_

school/program \_\_\_\_\_

city/state \_\_\_\_\_

type of institution:     public     private

dates attended: from (month/year) \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

major or area of study \_\_\_\_\_

type of degree or certificate \_\_\_\_\_

date received or expected \_\_\_\_\_

Please explain any period of time greater than six months not accounted for by work, school, or military service:

\_\_\_\_\_

\_\_\_\_\_

# Application

PLEASE PRINT LEGIBLY USING BLUE OR BLACK INK

## Legal Information

Answer the following questions fully. Existence of criminal convictions/adjudication may or may not, depending upon the circumstances, disqualify you from consideration. However, any intentional misrepresentation or omission will disqualify you. Do not include minor traffic violations.

**Have you ever been:** yes      no

convicted of any criminal offense by a civilian court or by military authorities? .....  .....

adjudicated or held responsible as a juvenile offender of any criminal offense by a civilian court or by military authorities? .....  .....

**Are you now:** yes      no

under charges for any offenses or are any civil suits or judgments pending against you? .....  .....

on probation or parole? .....  .....

**If you answered yes to any of the questions above, please provide the following information:**

date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ place \_\_\_\_\_

charge \_\_\_\_\_

action taken \_\_\_\_\_

court \_\_\_\_\_ probation \_\_\_\_\_

parole officer \_\_\_\_\_ phone ( \_\_\_\_\_ ) \_\_\_\_\_

address \_\_\_\_\_

Please provide any additional comments or information you deem necessary.

## Essays

You will need to answer three essay questions. Please follow the instructions carefully for each section. Each essay should be at least 250 words; we recommend, however, an essay length of approximately 500 words. Pay particular attention to content as well as mechanics (grammar, spelling, punctuation, etc.), as we will evaluate your essays based on both of these criteria.

**You must answer the following essay question:**

- Why do you want to become a City Year corps member?
  - Describe specific experiences and/or relationships in your life that inspired you to apply.
  - Describe the kind of influence you would like to have on the children and youth you would serve with City Year.

**From the three options below, choose two essays to answer:**

- Discuss an issue of local, national, or global concern and its importance to you.
  - What action have you taken to address this issue?
- Diversity is a fundamental City Year value. Through their service work, corps members strive to build inclusive communities. Describe an experience you have had working with a person or group whose background, opinion, or outlook differed from your own.
  - What were the differences and how did you address them?
  - How did the experience shape you?
- City Year corps members work together on diverse teams everyday to serve children and youth as well as address larger community needs. What does teamwork mean to you?
  - Describe a time when you worked on a team and the most significant thing you learned from that experience.
  - How might that learning contribute to your City Year team's success?

Site Preference

You have two service placement options. You can apply to a specific City Year site or apply to serve where most needed. Please check one box and follow the corresponding mailing instructions:

I have a site preference, and it is City Year \_\_\_\_\_
You must mail your completed application to the specific site address listed on page 8.

I wish to be placed at the City Year site where I am most needed.
You must mail you completed application to the City Year National Recruitment Department address listed on page 8.

Signature

I certify that all of the statements made in this application are true, correct, and complete, to the best of my knowledge, and are made in good faith. I understand that misinformation or omission of information could result in disqualification and/or termination as a City Year corps member. I understand that a knowing and willful false statement on this form can be punished by a fine or imprisonment or both under Section 1001 of Title 18, U.S.C. I also understand that my selection for participation in City Year may require background checks and finger printing.

applicant signature \_\_\_\_\_
date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

For parent or guardian of applicants under 18 years of age:

I have reviewed this application, and I authorize my son/daughter/legal ward to apply to City Year.

signature \_\_\_\_\_
date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
name \_\_\_\_\_
relationship to applicant \_\_\_\_\_
number and street \_\_\_\_\_
\_\_\_\_\_ apt. # \_\_\_\_\_
city \_\_\_\_\_
state \_\_\_\_\_ zip code \_\_\_\_\_
home phone (\_\_\_\_) \_\_\_\_\_ work phone (\_\_\_\_) \_\_\_\_\_

Next Steps

- If you indicated a specific site preference, a representative from that site will contact you.
• If you indicated that you wish to serve at the City Year site where you are most needed, a representative from the City Year National Headquarters will contact you initially and match you with one of the City Year sites.

Privacy Act Notice

The Privacy Act of 1974 (5 U.S.C. §552a) requires that the following notice be provided to you: The authority for collecting information from you in this application is contained in 42 U.S.C. 4953 of Domestic Volunteer Service Act of 1973 as amended. You are advised that submission of the information is entirely voluntary, but requested information is required in order for you to participate in AmeriCorps programs.

City Year is available to all, without regard to race, color, national origin, gender, political affiliation, disability, sexual orientation, creed, marital status, veteran status, or religion.

## City Year Site Addresses

**City Year Boston**

287 Columbus Avenue  
Boston, MA 02116  
617-927-2400  
bostonrecruitment@cityyear.org

**City Year Chicago**

36 South Wabash Avenue, Suite 706  
Chicago, IL 60603  
312-464-9899  
chicagorecruitment@cityyear.org

**City Year Cleveland**

1132 Euclid Avenue  
Cleveland, OH 44115  
216-574-2677  
clevelandrecruitment@cityyear.org

**City Year Columbia**

807 Gervais Street, Suite 201  
Columbia, SC 29201  
803-254-3349  
columbiarecruitment@cityyear.org

**City Year Columbus**

35 North 4th Street, Suite 350  
Columbus, OH 43215  
614-224-9569  
columbusrecruitment@cityyear.org

**City Year Detroit**

1 Ford Place, Suite 1F  
Detroit, MI 48202  
313-874-6825  
detroitrecruitment@cityyear.org

**City Year Little Rock**

610 President Clinton Avenue, Suite 300  
Little Rock, AR 72201  
501-707-1400  
littlerockrecruitment@cityyear.org

**City Year Los Angeles**

634 South Spring Street, Suite 712  
Los Angeles, CA 90014  
213-623-4412  
losangelesrecruitment@cityyear.org

**City Year Louisiana**

161 North 3rd Street  
Baton Rouge, LA 70801  
225-389-0078  
louisianarecruitment@cityyear.org

**City Year New Hampshire**

200 Domain Drive  
Stratham, NH 03885  
603-773-1618  
newhampshirerecruitment@cityyear.org

**City Year New York**

20 West 22nd Street, 3rd Floor  
New York, NY 10010  
212-675-8881  
newyorkrecruitment@cityyear.org

**City Year Greater Philadelphia**

2221 Chestnut Street, 2nd Floor  
Philadelphia, PA 19103  
267-386-7035  
philadelphiarecruitment@cityyear.org

**City Year Rhode Island**

77 Eddy Street, 2nd Floor  
Providence, RI 02903  
401-553-2500  
rhodeislandrecruitment@cityyear.org

**City Year San Antonio**

109-B North San Saba  
San Antonio, TX 78207  
210-247-4500  
sanantoniorecruitment@cityyear.org

**City Year San Jose/Silicon Valley**

142 West Santa Clara Street  
San Jose, CA 95113  
408-907-6500  
sanjoserecruitment@cityyear.org

**City Year Seattle/King County**

309 23rd Avenue South  
Seattle, WA 98144  
206-219-5010  
seattlerecruitment@cityyear.org

**City Year Washington, D.C.**

918 U Street, NW  
Washington, DC 20001  
202-742-7400  
dcrecruitment@cityyear.org

**City Year National Recruitment Department**

National Applicant Placement  
287 Columbus Avenue  
Boston, MA 02116  
617-927-2500  
joinus@cityyear.org

[www.cityyear.org](http://www.cityyear.org)



NATIONAL LEADERSHIP SPONSORS



# reference instructions



## Note to the Applicant

Please fill out the top section of this page before giving the form to your recommender. Remember, select recommenders who are familiar with your personal background, education, employment and/or professional skills. Consider asking a work or volunteer supervisor, clergy member, teacher or professor, guidance or career counselor, or coach to fill out the enclosed reference forms. You should not ask a family member, classmate, co-worker, or friend to serve as a reference. City Year will begin reviewing your application once we have received all the necessary materials, including your two reference forms.

### Applicant's Name

first/middle/last \_\_\_\_\_

### Applicant's Address

number and street \_\_\_\_\_

\_\_\_\_\_ apt. # \_\_\_\_\_

city \_\_\_\_\_

state \_\_\_\_\_ zip code \_\_\_\_\_

home phone (\_\_\_\_\_) \_\_\_\_\_ work phone (\_\_\_\_\_) \_\_\_\_\_

### Recommender's Name

first/last \_\_\_\_\_

## Letter to the Recommender

This applicant has asked that you provide a candid recommendation to City Year as part of the corps member application process. City Year unites diverse young people for a year of demanding, full-time community service. Corps members work on teams meeting crucial community needs, particularly serving children and youth.

City Year is an extremely rewarding and challenging experience. Corps members are expected to serve as leaders and role models in the schools, organizations, and communities that they serve. They must show a tremendous amount of commitment, character, competency, and cooperation throughout their service term.

Taking the above into account, we have identified the qualities we believe characterize our most outstanding corps members, and we would appreciate your assessment of the candidate in terms of these qualities. Your objective evaluation will weigh heavily in our decision-making process. In fairness to the applicant and the people City Year serves, please be as honest as possible. Once this form is completed, please return it to the candidate in a sealed envelope with your signature across the seal. The applicant will submit your sealed recommendation to us along with his or her other application materials.

Again, your input is very important to us, and we look forward to hearing from you.

Sincerely,  
The City Year Selection Committee

## Reference Form #1

PLEASE PRINT LEGIBLY USING BLUE OR BLACK INK

**Recommender Profile****Recommender's Name**

first/middle/last \_\_\_\_\_

position/title \_\_\_\_\_

organization/institution \_\_\_\_\_

**Recommender's Address**  professional address  home address

number and street \_\_\_\_\_

\_\_\_\_\_ apt. # \_\_\_\_\_

city \_\_\_\_\_

state \_\_\_\_\_ zip code \_\_\_\_\_

home phone (\_\_\_\_\_) \_\_\_\_\_ work phone (\_\_\_\_\_) \_\_\_\_\_

email address \_\_\_\_\_

**How long have you known the applicant?** \_\_\_\_\_ years \_\_\_\_\_ months**In what capacity have you known the applicant?**

- |  |   |
|--|---|
| <input type="checkbox"/> job supervisor/employer   | <input type="checkbox"/> volunteer supervisor |
| <input type="checkbox"/> high school teacher       | <input type="checkbox"/> college instructor   |
| <input type="checkbox"/> guidance/career counselor | <input type="checkbox"/> clergy               |
| <input type="checkbox"/> coach                     | <input type="checkbox"/> other, specify _____ |

**In what context do you know the applicant?****Recommendation****What do you consider to be the applicant's strengths or talents?****What do you consider to be the applicant's weaknesses?****How would a City Year experience help the applicant realize his or her goals?**

# Reference Form #1

PLEASE PRINT LEGIBLY USING BLUE OR BLACK INK

Based on your prior experience with highest-level performers, how does this young person rate? Please mark the appropriate box.

CHARACTER	no basis to know	below average	average	good (above average)	very good (well above average)	excellent (top 10%)	one of the top few encountered in my career
demonstrates integrity .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
assumes responsibility for actions .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
exercises self-discipline .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
polite and considerate of others.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
positive role model to children/youth .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use this space to comment or give example(s) that support extremely high or low ratings.

COMMITMENT	no basis to know	below average	average	good (above average)	very good (well above average)	excellent (top 10%)	one of the top few encountered in my career
determined and persistent in challenging situations .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
demonstrates follow-through.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dependable and reliable.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
possesses a strong record of attendance and being on time.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
able to follow rules consistently.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use this space to comment or give example(s) that support extremely high or low ratings.

COMPETENCY	no basis to know	below average	average	good (above average)	very good (well above average)	excellent (top 10%)	one of the top few encountered in my career
reads and writes at a minimum of a tenth grade level.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
demonstrates critical thinking and problem solving skills .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
demonstrates effective verbal skills.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
demonstrates age-appropriate maturity.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
able to manage multiple responsibilities simultaneously.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use this space to comment or give example(s) that support extremely high or low ratings.

COOPERATION	no basis to know	below average	average	good (above average)	very good (well above average)	excellent (top 10%)	one of the top few encountered in my career
accepting of diverse populations .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
works well in a team setting .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
willing to change behaviors or make sacrifices for the good of the group .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
demonstrates flexibility .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
values each individual's perspective and potential.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use this space to comment or give example(s) that support extremely high or low ratings.

## Reference Form #1

PLEASE PRINT LEGIBLY USING BLUE OR BLACK INK

Do you have any additional information you would like to share about the applicant?

What is your overall recommendation? Please check one.

- I recommend the applicant without reservation as an excellent candidate for City Year.
- I recommend the applicant as a good candidate for City Year.
- I have some reservations, but believe the applicant has a chance of success.
- I have some substantial doubts about the applicant.
- I do not recommend the applicant for City Year.

## Confidentiality Statement

- I authorize City Year to identify me as the source of this reference and to release a copy of this reference in its entirety upon request to the applicant.
- I do not authorize City Year to identify me as the source of this reference, nor do I authorize the release of a copy of this reference in its entirety to the applicant. I realize that a summary of this reference may be released without my approval.

recommender signature \_\_\_\_\_

date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please return this form directly to the applicant in an envelope signed across the seal.



NATIONAL LEADERSHIP SPONSORS



# reference instructions



## Note to the Applicant

Please fill out the top section of this page before giving the form to your recommender. Remember, select recommenders who are familiar with your personal background, education, employment and/or professional skills. Consider asking a work or volunteer supervisor, clergy member, teacher or professor, guidance or career counselor, or coach to fill out the enclosed reference forms. You should not ask a family member, classmate, co-worker, or friend to serve as a reference. City Year will begin reviewing your application once we have received all the necessary materials, including your two reference forms.

### Applicant's Name

first/middle/last \_\_\_\_\_

### Applicant's Address

number and street \_\_\_\_\_

\_\_\_\_\_ apt. # \_\_\_\_\_

city \_\_\_\_\_

state \_\_\_\_\_ zip code \_\_\_\_\_

home phone (\_\_\_\_\_) \_\_\_\_\_ work phone (\_\_\_\_\_) \_\_\_\_\_

### Recommender's Name

first/last \_\_\_\_\_

## Letter to the Recommender

This applicant has asked that you provide a candid recommendation to City Year as part of the corps member application process. City Year unites diverse young people for a year of demanding, full-time community service. Corps members work on teams meeting crucial community needs, particularly serving children and youth.

City Year is an extremely rewarding and challenging experience. Corps members are expected to serve as leaders and role models in the schools, organizations, and communities that they serve. They must show a tremendous amount of commitment, character, competency, and cooperation throughout their service term.

Taking the above into account, we have identified the qualities we believe characterize our most outstanding corps members, and we would appreciate your assessment of the candidate in terms of these qualities. Your objective evaluation will weigh heavily in our decision-making process. In fairness to the applicant and the people City Year serves, please be as honest as possible. Once this form is completed, please return it to the candidate in a sealed envelope with your signature across the seal. The applicant will submit your sealed recommendation to us along with his or her other application materials.

Again, your input is very important to us, and we look forward to hearing from you.

Sincerely,  
The City Year Selection Committee

## Reference Form #2

PLEASE PRINT LEGIBLY USING BLUE OR BLACK INK

**Recommender Profile****Recommender's Name**

first/middle/last \_\_\_\_\_

position/title \_\_\_\_\_

organization/institution \_\_\_\_\_

**Recommender's Address**  professional address  home address

number and street \_\_\_\_\_

\_\_\_\_\_ apt. # \_\_\_\_\_

city \_\_\_\_\_

state \_\_\_\_\_ zip code \_\_\_\_\_

home phone (\_\_\_\_\_) \_\_\_\_\_ work phone (\_\_\_\_\_) \_\_\_\_\_

email address \_\_\_\_\_

**How long have you known the applicant?** \_\_\_\_\_ years \_\_\_\_\_ months**In what capacity have you known the applicant?**

- |  |   |
|--|---|
| <input type="checkbox"/> job supervisor/employer   | <input type="checkbox"/> volunteer supervisor |
| <input type="checkbox"/> high school teacher       | <input type="checkbox"/> college instructor   |
| <input type="checkbox"/> guidance/career counselor | <input type="checkbox"/> clergy               |
| <input type="checkbox"/> coach                     | <input type="checkbox"/> other, specify _____ |

**In what context do you know the applicant?****Recommendation****What do you consider to be the applicant's strengths or talents?****What do you consider to be the applicant's weaknesses?****How would a City Year experience help the applicant realize his or her goals?**

# Reference Form #2

PLEASE PRINT LEGIBLY USING BLUE OR BLACK INK

Based on your prior experience with highest-level performers, how does this young person rate? Please mark the appropriate box.

CHARACTER	no basis to know	below average	average	good (above average)	very good (well above average)	excellent (top 10%)	one of the top few encountered in my career
demonstrates integrity .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
assumes responsibility for actions .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
exercises self-discipline .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
polite and considerate of others.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
positive role model to children/youth .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use this space to comment or give example(s) that support extremely high or low ratings.

COMMITMENT	no basis to know	below average	average	good (above average)	very good (well above average)	excellent (top 10%)	one of the top few encountered in my career
determined and persistent in challenging situations .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
demonstrates follow-through.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dependable and reliable.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
possesses a strong record of attendance and being on time.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
able to follow rules consistently.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use this space to comment or give example(s) that support extremely high or low ratings.

COMPETENCY	no basis to know	below average	average	good (above average)	very good (well above average)	excellent (top 10%)	one of the top few encountered in my career
reads and writes at a minimum of a tenth grade level.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
demonstrates critical thinking and problem solving skills .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
demonstrates effective verbal skills.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
demonstrates age-appropriate maturity.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
able to manage multiple responsibilities simultaneously.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use this space to comment or give example(s) that support extremely high or low ratings.

COOPERATION	no basis to know	below average	average	good (above average)	very good (well above average)	excellent (top 10%)	one of the top few encountered in my career
accepting of diverse populations .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
works well in a team setting .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
willing to change behaviors or make sacrifices for the good of the group .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
demonstrates flexibility .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
values each individual's perspective and potential.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use this space to comment or give example(s) that support extremely high or low ratings.

## Reference Form #2

PLEASE PRINT LEGIBLY USING BLUE OR BLACK INK

Do you have any additional information you would like to share about the applicant?

What is your overall recommendation? Please check one.

- I recommend the applicant without reservation as an excellent candidate for City Year.
- I recommend the applicant as a good candidate for City Year.
- I have some reservations, but believe the applicant has a chance of success.
- I have some substantial doubts about the applicant.
- I do not recommend the applicant for City Year.

## Confidentiality Statement

- I authorize City Year to identify me as the source of this reference and to release a copy of this reference in its entirety upon request to the applicant.
- I do not authorize City Year to identify me as the source of this reference, nor do I authorize the release of a copy of this reference in its entirety to the applicant. I realize that a summary of this reference may be released without my approval.

recommender signature \_\_\_\_\_

date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please return this form directly to the applicant in an envelope signed across the seal.



NATIONAL LEADERSHIP SPONSORS

