

CHECKLIST FOR COMPLETED INTERN APPLICATION

- Application** - AmeriCorps online application or application downloadable on NWSA/MAC website
- Two Written References** - through AmeriCorps online application or downloadable on NWSA/MAC website
- Resume**
- Separate cover letter** for each position for which you are applying
- List positions in order of preference if applying for more than one**
- Certification Form** - signed and mailed to the MAC office
- Driving Record / Abstract** - from your local DMV covering the last three years (will require more than one if you have lived in multiple states within that time)
- Automobile Insurance Policy** that meets NWSA minimum coverage requirements
- Driver Certification Form and Safety Agreement (Form 27)**
- Member Personal Vehicle Use Authorization Form (Form 28)**

CHECKLIST FOR COMPLETED FIELD TEAM LEADER APPLICATION

- Application** - AmeriCorps online application or application downloadable on NWSA/MAC website
- Three Written References** - through AmeriCorps online application or downloadable on NWSA/MAC website
- Resume**
- Separate cover letter** for each position for which you are applying
- List positions in order of preference** if applying for Intern positions as well
- Answers to the following questions:**
 - a. Briefly describe your experience supervising, leading and teaching others.
 - b. Briefly describe a problem you've encountered during your prior experience and how you addressed the situation.
- Certification Form** - signed and mailed to the MAC office
- Driving Record / Abstract** - from your local DMV covering the last three years (will require more than one if you have lived in multiple states within that time)
- Driver Certification Form and Safety Agreement (Form 27)**

CHECKLIST FOR COMPLETED FIELD TEAM MEMBER APPLICATION

- Application** - AmeriCorps online application or application downloadable on NWSA/MAC website
- Two Written References** - through AmeriCorps online application or downloadable on NWSA/MAC website
- Resume**
- Cover Letter** with outdoor experience
- Certification Form** - signed and mailed to the MAC office