



CORPORATION FOR NATIONAL AND COMMUNITY SERVICES (CNCS)

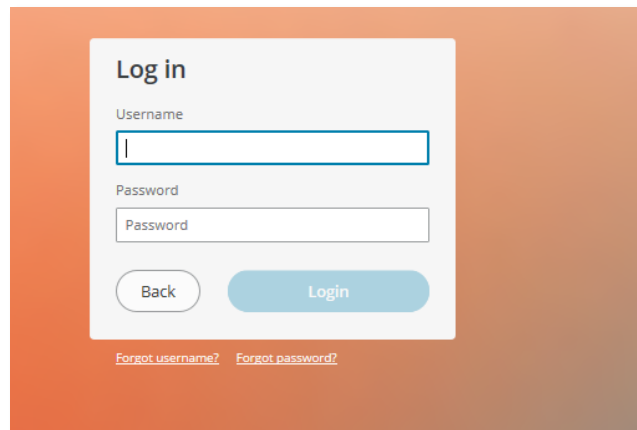
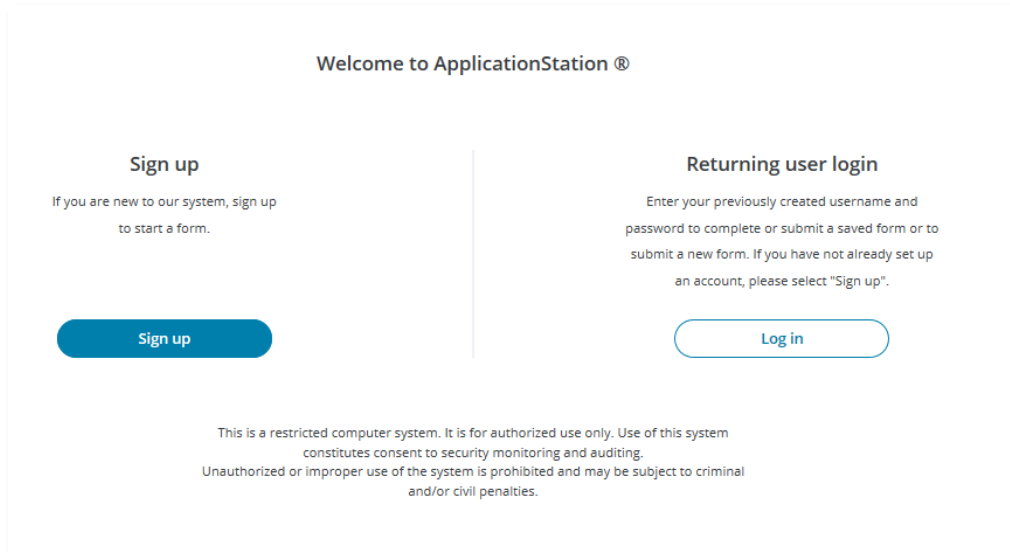
APPLICANT EXPERIENCE GUIDE

EMPOWERED BY  VERTICAL SCREEN

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This confidential information is not to be shared with any party outside of
your department/company without the written consent of Truescreen, Inc.

STEP 1: Login to <https://applicationstation.truescreen.com>

- On the ApplicationStation landing page there are two options for login:
 - If the applicant is a new user, select the **SIGN UP** option
 - If a returning user to the system, select **LOG IN**



- Once the applicant is logged in, they must select **+ ADD NEW FORM** in order to begin a new application

My Forms

Below you can view completed forms, continue with a previously started form or submit a new form.

If your form is In Progress - this means that it has not yet been submitted and can still be changed. Click on the Continue button to finish and submit the form.

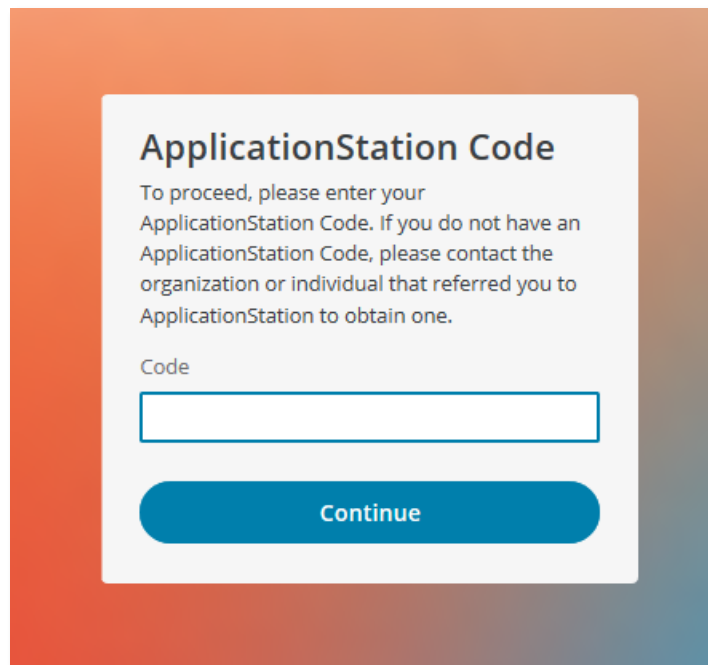
If your form is Completed - this means it has been submitted and cannot be changed. Click on the View button to review the completed and submitted form.

Add a New Form - You are able to add a new form as long as you do not have one in progress for the same ApplicationStation Code. Click the Add New Form button to begin a new form.

Forms

+ Add New Form

- The applicant will be prompted to enter their **ApplicationStation Code** that was previously provided.



ApplicationStation Code

To proceed, please enter your ApplicationStation Code. If you do not have an ApplicationStation Code, please contact the organization or individual that referred you to ApplicationStation to obtain one.

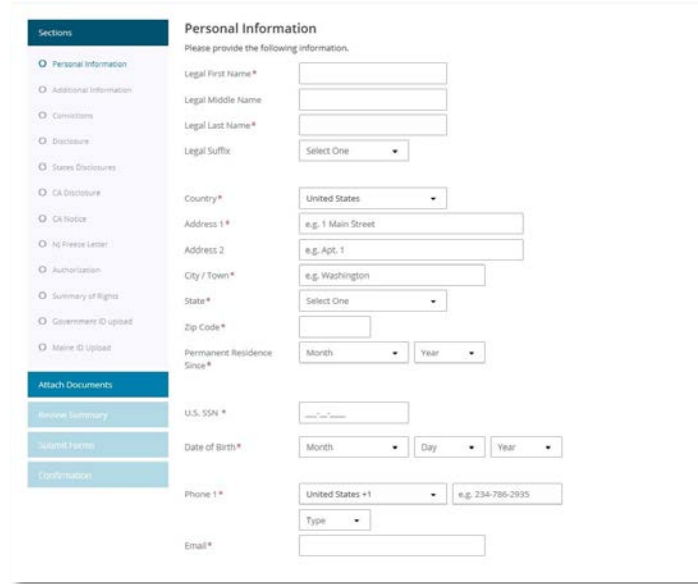
Code

Continue

- Once the ApplicationStation Code is entered, the applicant will be able to access and complete the application forms.

STEP 2: Access Application

- Personal Information – The applicant will need to complete this section and provide basic information in order to process the background screen.



Sections

- Personal Information
- Additional Information
- Convictions
- Disclosure
- States Disclosures
- CA Disclosure
- CA Notice
- NJ Flexic Letter
- Authorization
- Summary of Rights
- Government ID Upload
- Maine ID Upload

Attach Documents

- Review Summary
- Submit Forms
- Confirmation

Personal Information
Please provide the following information.

Legal First Name*

Legal Middle Name

Legal Last Name*

Legal Suffix

Country*

Address 1*

Address 2

City / Town*

State*

Zip Code*

Permanent Residence Since*

U.S. SSN*

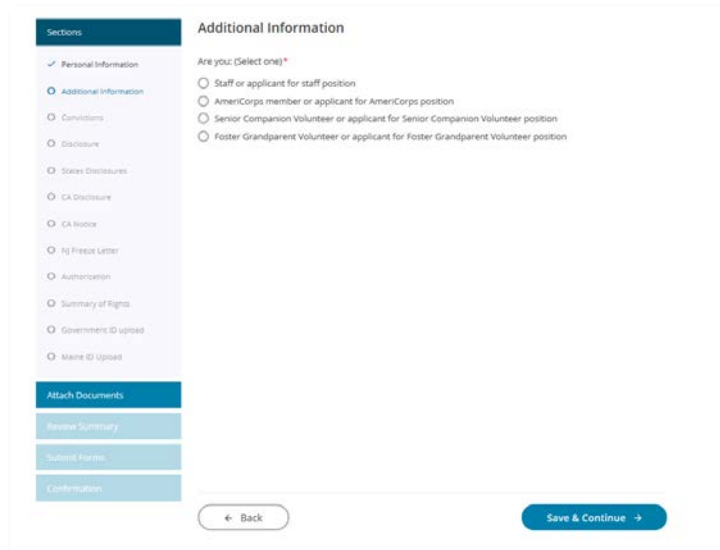
Date of Birth*

Phone 1*

Type

Email*

- Additional Information – Supplemental application information required by CNCS.



Sections

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Additional Information

Are you? (Select one)*

- Staff or applicant for staff position
- AmeriCorps member or applicant for AmeriCorps position
- Senior Companion Volunteer or applicant for Senior Companion Volunteer position
- Foster Grandparent Volunteer or applicant for Foster Grandparent Volunteer position

← Back Save & Continue →

- Convictions – An applicant will be asked specific questions regarding past criminal history.
 - If they answer “Yes” to either question, they will be required to provide additional details.

Convictions

Per (42 USC 12645g(c)), an individual shall be ineligible to work or serve in a covered position if the individual (a) Refuses to consent to a criminal history check described in §2540.203 of this chapter; (b) Makes a false statement in connection with a criminal history check described in §2540.203 of this chapter; (c) Is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or (d) Has been convicted of murder, as defined in 18 U.S.C. 1111.

The definition of murder in 18 U.S.C. 1111 is as follows: “Murder is the unlawful killing of a human being with malice aforethought. Every murder perpetrated by poison, lying in wait, or any other kind of willful, deliberate, malicious, and premeditated killing; or committed in the perpetration of, or attempt to perpetrate, any arson, escape, murder, kidnapping, treason, espionage, sabotage, aggravated sexual abuse or sexual abuse, child abuse, burglary, or robbery; or perpetrated as part of a pattern or practice of assault or torture against a child or children; or perpetrated from a premeditated design unlawfully and maliciously to effect the death of any human being other than him who is killed, is murder in the first degree. Any other murder is murder in the second degree.”

Note that national service programs may have criminal history eligibility requirements above and beyond those identified above.

1. Have you ever, under your name or another name, been convicted of, murder, as defined under 18 U.S.C. 1111? *

Yes No

2. Are you, under your name or another name, registered, or required to be registered, on a state sex offender registry or the National Sex Offender Registry? *

Yes No

[← Back](#) [Save & Continue →](#)

Add Conviction

Please provide details about your conviction.

Country*

State*

County*

City / Town*

Charge*

Charge Type*

Name of Court*

Charge Date*

Case Number*

Sentence*

Details*

Are you currently on probation or parole for this charge? Yes No

Please provide the name under which you were arrested or convicted.

Check this box to use your current name.

First Name Used*

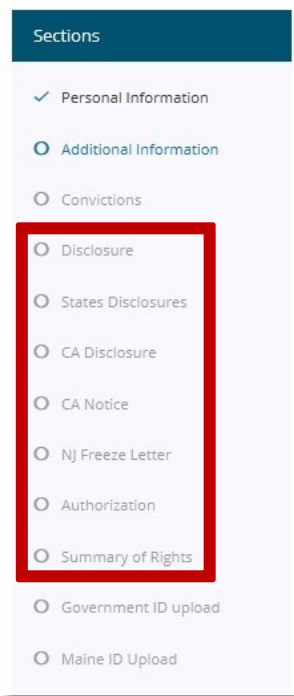
Middle Name Used

Last Name Used*

[Cancel](#) [Add](#)

Conviction Information

- **Disclosure and Authorization** – The applicant will be provided with various disclosures as required and will be prompted to provide their authorization to conduct the background screen.



Disclosure and Authorization Sections

- **Government ID Upload** – Once the applicant completes the disclosure and authorization sections, they will attach a copy of a current government-issued identification.
 - Volunteers located in Maine will follow a specific link for instructions in how to upload a Maine ID.

Government ID upload

You will be required to upload one (1) form of government issued photo identification.

Acceptable forms of government-issued photo identification:

- State drivers' licenses
- Non-driver photo IDs issued by states' Departments of Motor Vehicles (including the IDNYC, an ID issued through a New York City program)
- Federally-issued photo IDs, including official passports or a Native American Tribal ID from a federally-recognized tribal government.
- Certificate of Naturalization
- Certificate of Citizenship
- Government employee photo ID (city, county, state, or federal)
- U.S. military or military dependent photo ID
- U.S. Permanent Resident Card/Alien Registration Receipt Card (Green Card)
- Employment Authorization Document Card
- Trusted Traveler IDs (including valid Global Entry, FAST, SENTRI, and NEXUS cards)
- DOD Common Access Card

State of Maine identification: Do not upload a Maine driver's license, permit, license, or form used by the Maine Secretary of State. A person commits a class D crime if that person prints, prepares, reproduces, sells, or transfers such documents without the written consent of the Maine Secretary of State. For more information, see <https://mainelegislature.org/statutes/29-A/title29-Asec2103.html>.

Please use an alternate government-issued photo ID if one is available. If you do not have an alternate government-issued photo ID, please complete and upload this form.

This document will be used as part of your background check.

Please navigate to the Attach Documents section of this form to upload (1) form of government issued photo identification.

← Back Save & Continue →

Maine ID Upload

Please click the link below for instructions on the Maine ID upload process

https://96ourb.web.spsc.com/1/En1E1d0h3cVtE1ra2bcW0eMyoYm5WTFmBt1R_3htwOkfz_IEn1Rc411C5cgrdlyrGcMwWkY2-S3qpc-5vontE1HhuBthQdEGdaveDwe-CCd8KcagvUk-3gB-Q0qk-llLk1Ork9E19ZLBeEcGByW0_d71L-N2eyA39%LlL2Wo6F4i04NmD7AM9LmPpEaEm3VzRY0ExTw/https9k3A%2Fh2Fwww.national.service.gov%2Fmaine-id

← Back Save & Continue →

Upload Government Photo ID

- **Attaching Documentation – Applicants will upload the required ID by following the prompts.**

Attach Documents

Please review the following instructions and attach any additional documents you'd like to provide, if necessary.

- Please note, you must attach a copy of your "Government Photo ID" to continue. Please reference the Government ID upload section to see the list of acceptable documents for this requirement.

Attachments

+ Add Document

Add Document

The following file types are supported: BMP, DOC, DOCX, GIF, JPG, JPEG, MSG, PDF, PNG, PPT, PPTX, RTF, TIF, TIFF, TXT, XLS, XLSX.
The maximum file size is 15 MB.

Document Type*

Description*

File* browse"/>

Attach Documentation

- **Review Summary and Submission** – The applicant will now have a chance to review the completed application prior to submitting.
 - The applicant will be provided with a confirmation screen notifying them that their information has been submitted.



Details matter.

Review Summary

Now is the time to review your work for accuracy and completeness. To change any of the information you have entered, click the "Edit" button. When you are satisfied with the information entered, you can click the "Continue" button to move to the next screen.

Personal Information Edit

Legal First Name
 Legal Last Name
 Country: United States
 Address 1
 City / Town
 State
 Zip Code
 Permanent Residence Since
 U.S. SSN: 111-11-1111
 Date of Birth
 Phone 1: United States +1-555-555-5555, Work
 Email

Additional Information Edit

Are you: (Select one) Staff or applicant for staff position
 Other Yes

Convictions Edit

Per (42 USC 12645g(c)), an individual shall be ineligible to work or serve in a covered position if the individual (a) Refuses to consent to a criminal history check described in §2540.203 of this chapter; (b) Makes a false statement in connection with a criminal history check described in §2540.203 of this chapter; (c) Is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or (d) Has been convicted of murder, as defined in 18 U.S.C. 1111. The definition of murder in 18 U.S.C. 1111 is as follows: "Murder is the unlawful killing of a human being with malice aforethought. Every murder perpetrated by poison, lying in wait, or any other kind of willful, deliberate, malicious, and premeditated killing; or committed in the perpetration of, or attempt to perpetrate, any arson, escape, murder, kidnapping, treason, espionage, sabotage, aggravated sexual abuse or sexual abuse, child abuse, burglary, or robbery; or perpetrated as part of a pattern or practice of assault or torture against a child or children; or perpetrated from a premeditated design unlawfully and maliciously to effect the death of any human being other than him who is killed, is murder in the first degree. Any other murder is murder in the second degree." Note that national service programs may have criminal history eligibility requirements above and beyond those identified above. 1. Have you ever, under your name or another name, been convicted of, murder, as defined under 18 U.S.C. 1111?

No
 2. Are you, under your name or another name, registered, or required to be registered, on a state sex offender registry or the National Sex Offender Registry?
No

Maine ID Upload Edit

Please click the link below for instructions on the Maine ID upload process.
https://secure.web.cisco.com/1Fnl1E8zJh3EY8Tqp3h4W4MypYmSWTFm0qYVl_3hN0Kjfx_JlEn1RC4TIG5rgc0DybrGeMWWvCY7-SR0op-krumrHPHuBhH0uFjGckueDwo_CCRKCsqu1k-XgR-0DnV_ri4k1Orir9F097ilBeFvjGfBdyAWD_nZ1jic-Nzeyx39fslLiHw0fE4i04NmD7AMf8LmPgTafm3VxRy0zFxTw/https%3A%2F%2Fwww.nationalservice.gov%2Fmaine-id

[← Back](#)

[Continue →](#)

Submit Forms

If you wish, you may go back and review information you have supplied for accuracy and completeness by clicking the "Review Summary" link on the left side of this page.

If you are satisfied with the information that you have supplied, please read and acknowledge the following:

I certify that I have provided all information, and answered all questions, truthfully, correctly, and completely in accordance with the instructions provided.

By clicking "Submit Forms", I acknowledge and agree that I have provided complete, correct and truthful information on all pages included in this Background Investigation Data Collection process.

Review and Submit






Details matter.

Confirmation

Thank you for using ApplicationStation!

You can view copies of the information you have submitted:

-  [Data Collection Form](#)
-  [Authorization](#)
-  [Other Notices \(State Disclosures, CA Notice, Summary of Rights, NJ Freeze\)](#)

If you do not wish to view the printable copies, you can close your browser now. If you wish to view these documents at a later time, you can log back in using your username, password and ApplicationStation code.

If you would like to take a quick survey, please click [here](#).

Final Confirmation