



RHOPE: Economic Opportunities

“Job Readiness, Financial Literacy and Increasing Employment Opportunities”

Program Focus: To address job readiness and access to employment by deploying trained AmeriCorps members to provide hands-on job skills and assist with community educational outreach events for increased participants’ knowledge regarding employment.

Thank you for your interest in the Richmond Healthy Futures Opioid Prevention and Economic Opportunities Program (RHOPE), a federally funded grant initiative aimed at making positive impacting change at the local level.

We are looking for a team of individuals whose primary motivation for seeking the position is a desire to help the community and is not solely financial in nature. AmeriCorps members receive a living allowance (or stipend) which is disbursed evenly over the service term and an education award at the successful conclusion of the service term. Below are the service hour requirements and associated living allowances for a Minimum Time service commitment. Rates are set by our grant and are non-negotiable. **Please give serious consideration to these compensation levels and if you feel you are still interested in the position, complete the application.**

Application Requirements: Completed applications must be submitted to:

Paul Manning, AmeriCorps Program Director

Parks, Recreation and Community Facilities

AmeriCorps Program

1209 Admiral Street

Richmond, VA 23220

Email: Paul.Manning@richmondgov.com

Office: (804) 646-6528

The City of Richmond is an Equal Opportunity Employer and does not discriminate against applicants or employees on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other protected status as defined in local, state, or federal law.

Please check the boxes below to select your interest in your site(s) of preference. Site preferences are not guaranteed and Program positions and application information are subject to change.

Positions

Minimum Time (300 hrs./25 hrs. per wk., living allowance **approx.** \$750 every other Friday, taxable)

Sites

Parks, Recreation and Community Facilities (PRCF)

PRCF AmeriCorps members will serve on a cohesive team Workforce Development (WD) team providing education and skills-based learning through one-on-one instruction, workshops, classes, and community outreach events.

Annie Giles Center- Horticulture: One minimum time member will be trained to provide valuable park-based job skills through onsite horticulture training.

Annie Giles Center-Teen Workforce: Two minimum time members will be trained to be leaders in the PRCF summer teen workforce program to help young adults make positive changes to their communities by putting their hands to work in Richmond's park system. Working in small groups, each teen workforce participant will have an opportunity to will learn the fundamentals of parks maintenance, using skills as diverse as carpentry, plant identification, trail building, mural painting, and community engagement. Leaders will facilitate teens building strong teamwork skills, practicing problem solving, and building job skills related to parks professions.

Community Gardens: One minimum time member will be trained through PRCF's community garden program: Richmond Grows Gardens.

Department of Public Works (DPW)

The City of Richmond DPW's mission is to provide a clean, safe and healthy environment. DPW has teamed up with the PRCF Workforce Development program to provide skills development and an increased knowledge in arboricultural equipment and operations. Three (3) minimum time members are needed to serve program participants on-site.

Please print all information and complete all sections of this application and also provide a signature where requested.

PERSONAL INFORMATION

LEGAL Name _____
 Last _____ First _____ Initial _____
 Address _____
 Street _____ City _____ State _____ Zip _____
 Telephone () _____ - _____ Mobile () _____ - _____
 Email address: _____

Citizenship Status **(Please check only one)**

U.S. Citizen by birth U.S. Citizen by naturalization Alien permanent resident

Are you legally authorized to work in the United States? Yes No

EDUCATIONAL BACKGROUND

(Begin with most recent)

Name and Address of School	Number of Years Attended	Degree, Diploma, or Certificate Attained	Major Field	Graduated? Yes/No
_____ _____				
_____ _____				

EMPLOYMENT HISTORY

(Include all prior employment (even if you plan to attach your resume) and begin with most recent.)

Employer: _____ Phone () _____ - _____
Address _____
Supervisor: _____ Your Position/Duties: _____

Type of Employment (FT/PT/Temp): _____
Reason for leaving: _____
Date Hired: _____ Starting Rate of Pay: _____
Date Terminated: _____ Last Rate of Pay: _____

Employer: _____ Phone () _____ - _____
Address _____
Supervisor: _____ Your Position/Duties: _____

Type of Employment (FT/PT/Temp): _____
Reason for leaving: _____
Date Hired: _____ Starting Rate of Pay: _____
Date Terminated: _____ Last Rate of Pay: _____

Employer: _____ Phone () _____ - _____
Address _____
Supervisor: _____ Your Position/Duties: _____

Type of Employment (FT/PT/Temp): _____
Reason for leaving: _____
Date Hired: _____ Starting Rate of Pay: _____
Date Terminated: _____ Last Rate of Pay: _____

REFERENCES

Name: _____

Company: _____

Address: _____

Telephone Number: _____

Number of Years Acquainted: _____

Name: _____

Company: _____

Address: _____

Telephone Number: _____

Number of Years Acquainted: _____

Name: _____

Company: _____

Address: _____

Telephone Number: _____

Number of Years Acquainted: _____

****Personal Statement**(Must be included in application)****

On a separate page, type or print legibly a 400-word statement explaining (i) what you will contribute to this AmeriCorps program, (ii) how the experience will advance your personal and professional goals and (iii) what the term commitment means to you. Please spend time preparing your statement. Be thoughtful and honest in preparing your answer. Attach your personal statement to your application. **Applications without a Personal Statement will not be considered.**

Please note: Prior to admission to the program, all candidates will be required to submit to substance use screening, child protective services registry check, national sex offender registry check and FBI and Criminal checks. Candidates selected for an interview may be requested to provide state issued identification to properly conduct the National Sex Offender Registry Check.

Applicant's Certification

I certify and affirm that the information provided by me during interviews, on this application and all other related documents to be true in all respects, and I further understand that any false or misleading statements or omissions, whenever discovered, will be grounds for immediate termination from further consideration or termination from service in the program.

I understand and agree that nothing in this Application or anything conveyed during any interviews is intended to create a contract for acceptance. If accepted, I agree to conform to the guidelines and policies of this City of Richmond Parks, Recreation and Community Facilities' AmeriCorps RHOPE program.

I understand that I or the City of Richmond Parks, Recreation and Community Facilities' AmeriCorps RHOPE program may terminate my service at any time, with or without cause, and that any assurances of continued service, whether written, oral or by conduct, shall not be interpreted as changing the "at will" nature of my service.

I understand that if I am accepted in the program, I will be required to satisfy the requirements of the Immigration and Control Act by showing eligibility for legal employment in the U.S. before my first day of orientation.

I understand that the City of Richmond Parks, Recreation and Community Facilities' AmeriCorps RHOPE program may conduct a routine background investigation in connection with my application including but not limited to a criminal background check.

I understand that I will be subject to random drug screenings throughout my service.

I authorize the City of Richmond Parks, Recreation and Community Facilities' AmeriCorps RHOPE program to verify all references and information provided by me in this application. I release the City of Richmond and the RHOPE program and any person or company responding to any reference or request for information from any claim or liability regarding any information or opinion supplied.

Applicant's Signature

Date

I, _____, give City of Richmond Parks, Recreation and Community Facilities' AmeriCorps RHOPE program permission to obtain a Criminal History Record/Sex Offender & Crimes Against Minors Registry Search, VA State Police, State of Residency, if applicable, a FBI fingerprint background check and a drug and alcohol screening as a condition of my acceptance and service. I understand that this information will be maintained in my file and will remain confidential.

Legal Last Name _____

Date of Birth _____

Legal First Name _____

Legal Middle Name _____

Signature: _____

Date: _____