The Utah College Advising Corps (UCAC) is a new state-wide initiative funded by the Jack Kent Cooke Foundation, the University of Utah and the State of Utah. College Advisors will work in high schools around the state to inform underprivileged, underserved students on how to get to college. Advisors will help students with the college preparation, application and securing financial aid process. Advisors will also work with parents and community members to gain support for the Utah College Advising Corps program.

AmeriCorps VISTA is also a UCAC partner. In fact, as an Advisor you would be an AmeriCorps VISTA.

AmeriCorps VISTA (Volunteers in Service to America) is a full-time, national service program for men and women ages 18 and older interested in developing lasting solutions to the problems of poverty in America. AmeriCorps VISTA members serve in non-profit community agencies to develop permanent infrastructure that aids and expands services, and strengthens programs—with the ultimate goal of bringing low-income people out of poverty.

AmeriCorps VISTA is part of the AmeriCorps national network of service programs housed under the Corporation for National and Community Service, an independent federal government entity. The program has been addressing the needs of impoverished communities since 1965, when it was established as Volunteers in Service to America (VISTA) during President Johnson’s administration. During the past 42 years, more than 130,000 committed individuals have joined forces with 13,000 local organizations to strengthen poor communities and help people escape poverty across the nation. VISTA alumni represent a powerful diversity of Americans in careers that include teachers, media celebrities, nonprofit visionaries, lawmakers, state supreme court justices, and CEOs of Fortune 500 companies.

As an AmeriCorps VISTA, you will not only have a great experience to highlight on your resume, but you will also receive the following benefits:
- $860 per month
- health insurance
- housing costs (up to $750 per month)
- $4,725 to pay for graduate school or qualified student loans or a $1,200 stipend (upon completion of the first year, renewable up to two years)

In addition, as a Utah College Advising Corps member you will receive:
- paid training
- paid time off in the summer
- an additional completion stipend (upon successful completion of service)
- an exciting, fulfilling opportunity to help others

In July, you will go through an AmeriCorps VISTA training. At that time, all the AmeriCorps VISTA policies will be explained to you. The following is a brief explanation of the main AmeriCorps policies:

- You must be at least 18 years old.
- You must be a U.S. citizen or permanent resident.
- You will pledge to serve for one year, on a full-time basis. You may reapply for a second or third year if you wish.
- You are not permitted to be enrolled in an educational institution for more than six credit hours during your term of service.
- You are not permitted to be employed outside of AmeriCorps.
*Please make sure you are able to make a year commitment to the program. Our goal is to create a successful experience for all of the stakeholders involved in this new program. In order to do so, all parties must be committed.

Application instructions

By Wednesday, May 9:

1. Complete the Utah College Advising Corps Application
2. Complete the personal statement described in the application (remember: no more than three pages, double spaced)
3. Have three references (academic or professional) fill out the reference forms. Return the forms with the letters in a sealed envelope with the reference’s signature over the seal.
4. Attach a transcript to the application form.
5. Additional letters of recommendation are welcome.
6. Submit the application package:

   By mail to:       April Cordova
                     University of Utah
                     1901 E. South Campus Drive #1215
                     Salt Lake City, UT 84112

   Or in person to:  April Cordova
                     1188 Annex Wing A

   For questions call: April Cordova at 581-7973
The completed application packet must contain:
- A completed and signed Utah College Advising Corps application
- Completed personal statement
- Three completed recommendation forms
- Recent transcript

Return by Wednesday, May 9 to the contact listed at the end of the application

PLEASE TYPE OR PRINT CLEARLY:

NAME: ____________________________________________   UNID: ____________________

EMAIL ADDRESS: _________________________________________________________________

ADDRESS: ________________________________________________________________________
Street

City                                                  State                             Zip Code

HOME PHONE: (       ) ______________________    WORK/CELL PHONE:  (         ) _______________________  

Are you currently a Utah resident?       , Yes       , No
Are you currently a United States resident? , Yes       , No
How did you find out about this opportunity?_______________________________________

Academic Career Information:

1) Major: ________________________________

2) Minor: ________________________________

3) GPA: _________________

4) Graduation Date: _______________________

5) Degree: , BA    BS    BFA
List in chronological order all colleges you have attended, including the University of Utah, regardless of length of attendance:

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Location</th>
<th>Dates of Attendance</th>
<th>Degree &amp; Date Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Work/Activity Information:**
Indicate what you have been doing (e.g. employment, school, volunteer, military) and where you have been for the last three years. Be specific and account for all months:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Employer/Activity</th>
<th>City and State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Community Service:**
Indicate any community service or volunteer experiences you have had. Prior community service experience is not a requirement. However, we would like to know if and how you have been involved in the community.

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Service Activity</th>
<th>Explanation of Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Personal Statement:
Write a brief personal statement that includes the following:

• A brief description of your college experience (Were you a transfer student? What was your University experience like? What obstacles did you have to overcome to go to college, if any? Are you a first generation college student? Include any other related issues you would like to address).
• Your experience with diverse populations (education, work experience, history, background, etc.)
• How would you excel in this program?
• Why do you want to be a part of this program?

Please type your personal statement on a separate sheet of paper. Be concise and limit your responses to a total of three double spaced pages.

Conviction History:
Most convictions will not automatically disqualify job candidates. The seriousness of an offense, how the offense relates to the job you are applying for, and the date of the conviction are considered. In order to maintain a safe environment and protect University property, the University of Utah requires all applicants to answer the following:

Have you ever been convicted of an offense other than a minor traffic violation? ________________

If you are unsure whether a previous offense meets this condition, you should obtain verification prior to answering this question or contact Human Resources.

If yes, please give detailed information for each offense:
________________________________________________________________________________________
________________________________________________________________________________________

SIGNATURE & AGREEMENTS
I hereby authorize the University of Utah to review my past and present employment and educational background. I understand that the University of Utah may perform a criminal history background checks as needed for the purpose of assisting qualified persons to make employment decisions about me.

I understand that I have the right to review and respond to any information obtained by the University of Utah pursuant to this release. I understand that I must make a written request to review and /or respond to this information. I hereby release the University of Utah and all persons, organizations, or government agencies from any damages resulting from furnishing the information described above. I verify that the information I have provided is complete and true. I understand that any omission or misstatement may result in termination or withdrawal of a conditional offer of employment.

Signature ____________________________ Date ____________________

DEADLINE IS WEDNESDAY, MAY 9

Return by mail to: April Cordova
University of Utah
1901 E. South Campus Drive #1215
Salt Lake City, UT 84112

Or in person to: April Cordova
1188 Annex Wing A
The person named as Applicant wishes to become an AmeriCorps*VISTA member, and be assigned to the Utah College Advising Corps. The applicant has indicated that you would be able to evaluate his/her qualifications. VISTA projects depend on the quality of their volunteers, so your honest appraisal is essential. Completion of this form is strictly voluntary. Please complete and return this form in a sealed envelope with your signature over the seal to the applicant as soon as possible. The completed application package is due May 9, 2007.

AmeriCorps VISTA (Volunteers in Service to America) is a full-time, national service program for men and women ages 18 and older interested in developing lasting solutions to the problems of poverty in America. AmeriCorps VISTA members serve in non-profit community agencies to develop permanent infrastructure that aids and expands services, and strengthens programs—with the ultimate goal of bringing low-income people out of poverty.

The Utah College Advising Corps (UCAC) is a new state-wide initiative funded by the Jack Kent Cooke Foundation, the University of Utah and the State of Utah. VISTAS will work as College Advisors in high schools around the state to inform underprivileged, underserved students on how to get to college. Advisors will help students with the college preparation, application and securing financial aid process. Advisors will also work with parents and community members to gain support for the Utah College Advising Corps program.

Applicant Information (to be filled out by applicant)

Name: ________________________________________________________
Address: ______________________________________________________
City: ______________________________ State: ___________    Zip: _____________
Phone: (      ) _____________________

Section I: Knowledge of VISTA

Are you familiar with the VISTA program?  Very □  Somewhat □  Not at all □
Have you ever served as a VISTA Volunteer?    Yes □           No □
Have you ever been affiliated with a VISTA sponsoring organization?    Yes □                No □
Have you ever served on a VISTA Project Advisory Board?    Yes □               No □

Section II: Knowledge of Applicant

How long have you known the applicant? From ___________ to ______________

In what capacity have you known this applicant? (Check the appropriate boxes.)
□ Job supervisor/employer  □ Co-worker  □ College Instructor  □ Clergy
□ Volunteer Work Supervisor  □ Instructor  □ Personal Acquaintance  □ Other (specify)

Please describe the situation in which you knew or know the applicant:
□ I do not know the applicant well enough to complete this form.
□ I prefer to write a letter, which is attached.
Section III: Work Performance

VISTA Volunteers must be able to do a job well. In your judgment, how competent is this applicant, as demonstrated by work in school, on the job, or in a position or responsibility? Check one:
- Extremely competent
- Quite Competent
- Satisfactory performance
- Doubtful Performance
- Incompetent

Considering such qualities as dependability, initiative, and ability to work with minimum supervision, please comment briefly on your rating:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Section IV: Relationships with Other People

VISTA Volunteers must work with other volunteers and with people of various races, religions, and backgrounds. How would you rate this applicant on relationships with other people? Check one:
- Works very well with others; can lead or follow as the occasion demands.
- Usually effective in relationships with others; can lead or follow as the occasion demands.
- Has average relationships with others.
- Does not make friends easily; may have difficulties working with others.
- Cannot work at all with others.

Considering such qualities as understanding of other people’s viewpoints and problems and ability to communicate with people of differing ages and backgrounds, please comment briefly on the applicant’s relationships with others:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Section V: Emotional Maturity

VISTA Volunteers often work under conditions of hardship and inconvenience. They must be able to adapt to stressful living conditions such as low-income living, new and changing situations, and different points of view. With these considerations in mind, how would you rate this applicant? Check one:
- Highly effective even under stress.
- Able to adapt to stress and changing conditions.
- About average in handling moderate stress and changing conditions.
- May not stand up well under moderate stress.
- Completely unable to handle moderate stress or adapt to changing conditions.

Considering such qualities as ability to work under pressure, adaptability, and good judgment, please comment briefly:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Section VI: Additional Comments

Please describe the applicant’s abilities, interests, skills, training, or experience:

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Please describe any reservations you have or potential weaknesses you see in the applicant:

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Section VI: Overall Recommendation

☐ I recommend the applicant without reservation as an excellent candidate for VISTA Volunteer service.  
☐ On the whole, I would recommend the applicant as a good candidate for VISTA Volunteer service.  
☐ I have some reservations, but I feel the applicant has a reasonable chance of success.  
☐ I have substantial doubts about the applicant.  
☐ I feel that the applicant is unsuited for VISTA Volunteer service.

SIGNATURE:  
DATE:  

TITLE:  

ADDRESS:  

PHONE NUMBER: (  )