

# CITY YEAR HIRING & REGISTRATION GUIDE

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You will need to gather and present documentation to verify your AmeriCorps eligibility and to complete your Form I-9, the U.S. Government's employment eligibility form. All





page. Under the Signature of Employee select the I Agree\* checkbox. Assuming you are completing the task for yourself and not on behalf of someone else, you must select the I did not use a preparer or translator and you **b** select I Agree checkbox under the Preparer and/or Translator Certification section.

## MyAmeriCorps

MyAmeriCorps is the federal database that all serving AmeriCorps members need to be enrolled in. Starting in June, once you complete the hiring tasks outlined above, you will receive an email with a MyAmeriCorps invitation – you will receive an announcement in Workday once your invitation has been sent.

If this is your first time serving with AmeriCorps, you will receive an email from “MyAmericorps@americorps.gov”. If you have previously served with an AmeriCorps program, you will receive an email from “EPayments@americorps.gov”. You must accept your invitation and complete your enrollment f 4 0 Td( )Tj-0.005 Tc 0.005 Td( )Ta(ol)-8.9 enti4 05.855 -8 (our)-6.3 ( i)o

### **What to Expect**

Registration day will include:

- In-person identification review and AmeriCorps eligibility