



SuccessLink City Jobs Hiring Process - Document Check-List

Youth Name: _____

- ★ For jobs with City of Boston departments, all the documents below **must** be brought in-person to the Office of Youth Employment and Opportunity (1483 Tremont Street, Roxbury, MA 02120) for I-9 verification and the issuing of a work permit.
- ★ You may complete your visit as soon as you have an offer from a City employer, and you **must** do so before the first day of work otherwise you **cannot** start your job! It is recommended that you **begin collecting these documents as soon as you apply!**
- ★ To simplify the process, you can upload your documents to the City hiring portal (iCIMS) **before** your visit.
- ★ The following is a list of accepted documents to be brought to the office and uploaded to your employee profile. **Copies of these documents ARE NOT ACCEPTED.** A full listing of documents that may be used for I-9 verification can be found [here](#).

1) Proof of Work Authorization (ALL Documents MUST be valid and unexpired originals where applicable)

- U.S. Citizenship (Certificate of Citizenship or Naturalization OR U.S. Passport)
- Birth Certificate (Born in the U.S) - **If you were born in the City of Boston and do not have a copy of your birth certificate the SuccessLink team can request one for you free of charge.**
- Permanent Resident Status (Green card)
- Employment Authorization Document (EAD- Form I-766)
- Foreign Passport with Visible I-551 Stamp
- Puerto Rican Birth Certificate (must be dated on or after 07/01/10 to be valid)

2) Proof of age (must present one of the following)

- Birth Certificate (Born in the U.S) - **If you were born in the City of Boston and do not have a copy of your birth certificate Successlink can request one for you free of charge.**
- Puerto Rican Birth Certificate (must be dated on or after 07/01/10 to be valid)

3) Social Security Number

- Social Security Card, picture of it, or other document with it should be presented to ensure accuracy.

4) [Massachusetts Youth Employment Permit](#) (under 18 only)

- This link above will bring you to a blank MA Work Permit Application form. The application requires a doctor's signature if the youth is 14 or 15 y/o (NOT ages 16 & 17), signature of a parent/guardian, the YEO/SuccessLink office, and the youth who will be working. Please [click here](#) for more information about the permit process.

5) SuccessLink Employee Contract (on page 2)

- Please read through the contract on the next page and sign. It requires a parent/guardian signature if you are under 18.

6) Proof of School Enrollment & Boston Residency¹

Boston Public School, Boston Charter School, and METCO Student Requirements:

Must present **ONE (1)** of the following documents from this section

- Current BPS Aspen "Info" page or Current online student management profile page showing profile and home address
- Current year Report Card OR Progress Report
- Signed letter from school administrator on school letterhead with home address from current school year

-----OR-----

- Current student ID card/ BPS One Card AND Present **ONE (1)** of the documents from section II below:

Private School and Non-BPS Student Requirements:

Must present **ONE (1)** of the following documents from this section

- Current online student management profile page showing profile and home address
- Current year Report Card OR Progress Report
- Signed letter from school administrator on school letterhead with youth's home address from current school year

-----AND-----

Present **ONE (1)** of the following documents from this section ★ These documents can be in parent/guardian name but should match school proof home address. ★ These documents are only accepted if issued within 90 days from today.

- Gas or Oil Bill Electric Bill Cable Bill Home Phone Bill Current Lease Agreement Bank Statement Credit card statement Water Bill Car Registration or Insurance (must be current) A Letter from an Approved Government Agency⁴

¹This residency policy does not apply to homeless or displaced youths. Please call ahead for more information if you are homeless or displaced.

²Please follow these links for a full listing of [Boston Public Schools](#), [Boston Charter Schools](#), and [METCO school districts](#).

³A letter has to include letterhead, an address that matches the school proof address, and the name of youth or parent/guardian.

⁴Approved government agencies: Department of Revenue (DOR), Children and Family Services (DCF), Transitional Assistance (DTA), Youth Services (DYS), Social Security, Commonwealth of Massachusetts

SuccessLink - Youth Employee Contract

Youth Employee Name (please print): _____

Work Site Name (please print): _____

SuccessLink Code of Conduct

As a SuccessLink employee, I understand and agree to the items listed below:

- I will promote a healthy and safe work environment for myself, my peers, and those I am serving through my position.
- I will be on time for my scheduled shift or call my supervisors if I am going to be late.
- I will follow my work sites dress code.
- I will be professional, polite, courteous and respectful at all times.
- I will not possess any alcohol, tobacco products, drugs, weapons, or other inappropriate material while at the workplace.
- I will not use inappropriate or profane language.
- I will not threaten or use any acts of violence.
- I will follow the policies regarding timesheets: I will sign in when my shift starts and sign out when my shift ends, and understand that timesheets will only reflect the hours that I have signed in and out for and that I will not be paid for my break period.
- I will follow the policies regarding paychecks: I will be the only one to sign-out for paycheck when it's distributed by my work site supervisor, and understand that no one else can pick up or sign out my check for me.
- I will be paid for a maximum of 10 hours per week during the school year and 25 hours during the summer.

By signing below, I agree to the contract and policies above. Failure to comply with the policies above could result in termination from employment in the SuccessLink Employment Program.

X _____
(Employee Signature)

X _____
(Date)

Successlink Consent and Media Release

As a SuccessLink employee, I understand and agree to the items listed below:

- I give permission to the Office of Youth Employment & Opportunity and partnering employment organizations to record, film/photograph, or interview me at events pertaining to the employment program and understand that these images, interviews or other publications will be used strictly for non-profit and/or city government funding purposes.
- I allow the publication of my name, appearance, and words throughout the duration of the SuccessLink Youth Employment Program.
- I release the Office of Youth Employment & Opportunity from any claims or liabilities resulting from my participation in the SuccessLink Employment program.
- I hereby authorize the release of all required and pertinent information pertaining to myself or the employee above during the SuccessLink Youth Employment Program in order to comply with any state requirements that provide information about the individual participating in the program. I understand that my identity and information will be kept confidential to the maximum extent possible.

By signing below, I hereby certify that the above information and statements are true under the pains and penalties of perjury.

X _____
(Employee Signature)

X _____
(Date)

X _____
(Parent/Guardian Signature, if youth is under 18)

X _____
(Date)