

Youth Employee Hiring Document Checklist

Applicants that are accepted into the SuccessLink Youth Employment Program are required to submit the following documents to the YEE office. We recommend reviewing the listing below, as well as preparing the materials in the event you are hired for a job opportunity:

All employees MUST present the following ORIGINAL documents from each section. Please note: copies of these documents ARE NOT ACCEPTED

1) Proof of US Citizenship or Alien Resident status, Proof of Age (*must present one of the following*)

- U.S. Birth Certificate (*issued within the United States*)
- U.S. Passport (*must be valid – cannot be expired*)
- Alien Resident Card (*must be valid – cannot be expired*)
- Certificate of Citizenship or Naturalization
- Puerto Rican Birth Certificate (*must be dated on or after 07/01/10 to be valid*)
- Foreign Passport with Visible I-551 Stamp (*must be valid – cannot be expired*)
- Employment Registration Card (*must be valid – cannot be expired*)

2) Original Proof of Social Security Card

- Original Social Security Card MUST be presented.

3) Massachusetts Youth Employment Permit (under 18 only)

- Instructions on how obtain the youth employee work permit will be included in your onboarding email.

4) Proof of School Enrollment & Boston Residency

Boston Public School Student Requirements (The address on ALL documents MUST match)	Private School, Charter and Non-BPS Student Requirements (The address on ALL documents MUST match)
<p><i>Must present ONE of the following documents from this section</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Current BPS Aspen “Info” page showing student’s profile and home address <input type="checkbox"/> Current year Report Card or Progress Report with student’s home address listed on document <input type="checkbox"/> Signed letter from school administrator on school letterhead with employee’s home address listed from current school year <input type="checkbox"/> Current student ID card/ BPS One Card (If a student has this, they need proof of residency as well) 	<p><i>Must present ONE of the following documents from this section</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Report Card or Current Progress Report with student’s home address listed on document (Must be from current school-year) <input type="checkbox"/> Letter from school administrator on school letterhead with employee’s home address <input type="checkbox"/> Student ID
<p><i>Must present ONE of the following documents from this section (from within the last 90 days)</i></p> <p><i>-These documents can be in parent/guardian name but should match school proof home address.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Gas or Oil Bill <input type="checkbox"/> Electric Bill <input type="checkbox"/> Cable Bill <input type="checkbox"/> Home Phone Bill (<i>cell phone NOT accepted</i>) <input type="checkbox"/> Current Lease Agreement <input type="checkbox"/> Bank Statement (within past 60 days) <input type="checkbox"/> Credit card statement <input type="checkbox"/> Water Bill <input type="checkbox"/> Car Insurance Cover Page <input type="checkbox"/> Car Registration 	<p><i>Must present TWO of the following documents from this section (from within the last 90 days)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Gas or Oil Bill <input type="checkbox"/> Electric Bill <input type="checkbox"/> Cable Bill <input type="checkbox"/> Home Phone Bill (<i>cell phone NOT accepted</i>) <input type="checkbox"/> Current Lease Agreement <input type="checkbox"/> Bank Statement (within past 60 days) <input type="checkbox"/> Credit card statement <input type="checkbox"/> Water Bill <input type="checkbox"/> Car Insurance Cover Page <input type="checkbox"/> Car Registration