



SUCCESSLINK LEADER (19-24) AND YEO INTERN DOCUMENTS CHECKLIST

Youth Name: _____ Date: _____

Be prepared! Make sure that you have all of the required hiring documents to complete the hiring process. The following is a list of accepted documents. Copies of these documents **WILL NOT BE ACCEPTED**.

1. Proof of US Citizenship or Alien Residency and Proof of Age. Submit **ONE (1)** of the following:
 - U.S. Passport / Passport card (**must be valid – cannot be expired**)
 - Permanent Resident Card / Employment Registration Card (**must be valid – cannot be expired**)
 - U.S. Birth Certificate (**issued within the United States**)
 - Valid State ID / Driver's License

2. Proof of Social Security Card
 - Submit original Social Security Card. **A receipt from the Social Security Administration can serve as a placeholder. Employees cannot begin work until the original Social Security Card has been submitted.**

3. [SuccessLink Employee Contract](#). You will be provided with a copy of the contract.
 - Read, sign, and submit contract.

4. Proof of Boston Residency¹. Submit **ONE (1)** item from List A *and* **ONE (1)** item from List B):

List A: Must be dated within one year.	List B: Must be dated within 90 days.
<ul style="list-style-type: none"> <input type="checkbox"/> Mortgage statement <input type="checkbox"/> Property Tax Statement, Property Deed, Homestead Exemption <input type="checkbox"/> Lease agreement (First page and signature page.) <input type="checkbox"/> Alternate Residency Statement (If you live with someone and/or are not on a lease.) 	<ul style="list-style-type: none"> <input type="checkbox"/> Heating bill (oil, gas, electric) <input type="checkbox"/> Electric Bill <input type="checkbox"/> Phone Bill <input type="checkbox"/> Bank Statement <input type="checkbox"/> Credit Card Bill <input type="checkbox"/> Cable Bill <input type="checkbox"/> Car Insurance Coverage Page <input type="checkbox"/> Students currently enrolled in college can provide a letter from their housing office. <input type="checkbox"/> Driver's License or Government Issued ID

Have questions? Call 617-635-4202 or email SuccessLink@boston.gov.

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