



Boston Youth Fund

Required Documents to be Employed by the Boston Youth Fund:

Section 1: Proof of Citizenship or Alien/Resident Status (Must be ORIGINAL - Copies Not Accepted)

*Employee MUST Bring *ONE* of the Following:*
Valid United States Passport (Cannot be Expired)
Birth Certificate Issued within the United States
Alien Resident Card (Cannot be Expired)
Foreign Passport with I-551 Stamp (Cannot be Expired)
Certificate of Naturalization
Employment Registration Card (Cannot be Expired)

Section 2: Proof of Age (Must be ORIGINAL - Copies Not Accepted)

*Employee MUST Bring *ONE* of the Following:*
Birth Certificate
MA Driver's Permit or License (Cannot be Expired)
MA State ID Card (Cannot be Expired)
Alien Resident Card (Cannot be Expired)
Valid United States Passport (Cannot be Expired)

Section 3: Proof of Social Security Number (Must be ORIGINAL - Copies Not Accepted)

*Employee MUST Bring *ONE* of the Following:*
Social Security Card
Receipt from Social Security Office with Number Visible

Section 4: Proof of City of Boston Residency (Must be ORIGINAL - Copies Not Accepted)

*Employee MUST Bring *TWO* of the Following - MUST be Dated On/After April 1, 2011:*
GAS or OIL Bill
Electric Bill
Cable Bill
Home Phone Bill (Cell Phone Bills are NOT Accepted)
Current Lease Agreement
2010 - 2011 Boston Public Schools Letter or Report Card

Section 5: Proof of School Enrollment (Must be ORIGINAL - Copies Not Accepted)

*Employee MUST Bring *ONE* of the Following:*
Teen Employees Home Address MUST be Listed on the Proof, with the Address Matching the Documents Submitted in Section 4
2010-2011 Report Card
Letter from School - Printed on School Letterhead

Section 6: MA Teen Employment Permit

Teens MUST Obtain a MA Teen Employment Permit Prior to their BYF Employee Processing Appointment. Information Regarding Employment Permits Can be Found at:
www.mass.gov/Elwd/docs/dos/youth_employment/youth_application.pdf

Section 7: City of Boston Employee Hiring Packet

The Following Forms MUST be Completed Prior to Employee Processing Appointment:
City of Boston New Hire Form
City of Boston Emergency Data Form
Federal (W-4) Tax Form
State (MA M-4) Tax Form
OBRA Enrollment & Acknowledgement Forms
Parental Consent Form