

PDX Youth@SummerWorks 2021: Get an Internship!

1 Look at the internships!

Go to: www.SummerWorksPDX.org

Click on "Paid Internships."

Write down the top three internships that interest you:

2 Talk with your coach!

Tell your job coach what internships interest you. If your coach finds you a match, your coach will call or email you. Check your voice messages and emails daily. **Respond ASAP** to any communication from your coach!

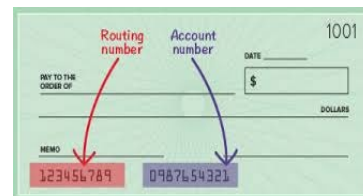
Coach Name _____

Coach Phone _____ Coach Email _____

3 Complete Hiring Workshop and I-9 Verification!

If you get an internship, your coach will sign you up for a hiring workshop. Add it to your calendar!

At the hiring workshop, you will select how you want to get paid. You may choose either direct deposit or a VISA paycard. If you want direct deposit, bring your bank account numbers with you. These numbers are on your account checks (see picture). If you do not have checks, you can use your banks app or website to find the numbers.




At the I-9 Verification, you must show documents that establish both your identity and your eligibility to work. The back of this handout lists acceptable documents. Remember that your coach can help you.

GET HELP! 503-478-7378 | help@SummerWorksPDX.org

PDX Youth@SummerWorks 2021: Get an Internship!

Legal to Work in the US Documentation Requirements

Below are the required documents to present to show Legal to Work in the US status for an employer and to participate in many Federally funded programs. All documents must be **unexpired**. One document from List A satisfies the requirement. If no document on List A is available, then one document from List B **and** one document from List C are required.

| LIST A Documents that Establish Both Identity and Employment Eligibility | OR | LIST B Documents that Establish Identify | AND LIST C Documents that Establish Employment Eligibility | |
|--|--|--|---|---|
| <input type="checkbox"/> US Passport or US Passport Card | | <input type="checkbox"/> Driver's license or Photo ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address. | <input type="checkbox"/> A Social Security Account Number card, <i>unless the card includes one of the following restrictions:</i> 1) NOT VALID FOR EMPLOYMENT 2) VALID FOR WORK ONLY WITH INS AUTHORIZATION 3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION | |
| <input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card (Form I-551) | | <input type="checkbox"/> ID card issued by federal, state or local government agencies or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address. | <input type="checkbox"/> Certification of Birth Abroad issued by the Department of State (Form FS-545) | |
| <input type="checkbox"/> Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa. | | <input type="checkbox"/> School ID card with a photograph | <input type="checkbox"/> Certification of Report of Birth issued by the Department of State (Form DS-1350) | |
| <input type="checkbox"/> Employment Authorization Document that contains a photograph (Form I-766) | | <input type="checkbox"/> Voter's registration card | <input type="checkbox"/> Original or certified copy of a birth certificate issued by a state, county, municipal authority or territory of the United States bearing an official seal | |
| <input type="checkbox"/> For a nonimmigrant alien authorized to work for a specific employer because of his or her status: | | <input type="checkbox"/> US Military card or draft record | <input type="checkbox"/> Native American tribal document | |
| a. Foreign passport; and | | <input type="checkbox"/> Military dependent's ID card | <input type="checkbox"/> US Citizen ID Card (Form I-197) | |
| b. Form I-94 or Form I-94A that has the following: | | <input type="checkbox"/> US Coast Guard Merchant Mariner Card | <input type="checkbox"/> Identification Card for Use of Resident Citizen in the United States (Form I-179) | |
| 1) The same name as the passport; and 2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. | | <input type="checkbox"/> Native American tribal document | <input type="checkbox"/> Employment authorization document issued by Department of Homeland Security | |
| <input type="checkbox"/> Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI. | | <input type="checkbox"/> Driver's license issued by a Canadian government authority | |  |
| | | For persons under age 18 who are unable to present a document listed above: | | |
| | <input type="checkbox"/> School record or report card | | | |
| | <input type="checkbox"/> Clinic, doctor or hospital record <input type="checkbox"/> Day-care or nursery school record | | | |

GET HELP! 503-478-7378 | help@SummerWorksPDX.org