Application and I-9 Employment Verification for Teen Interns

THINGS TO KNOW BEFORE YOUR PROGRAM START

All ASM internships require teens to complete an Application Verification and Form I-9 Employment Verification before they start their program. After accepting your internship offer you will be asked to attend an in-person verification meeting so you can submit your necessary documents for the verifications. ASM team members will be available on specific dates and times beginning Tuesday, September 5 (see below for more details).

You will be asked to present certain documents like your birth certificate or social security card and a valid state issued photo ID or school ID (with photo) for verification and to be sure all names match in our system. Let's get started! **Again, you must complete the verifications before the start of your program.**
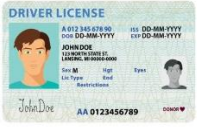
- **Step 1:** You will complete the I-9 form in-person during your employment verification at one of our locations listed below on the dates listed.
- **Step 2:** Gather your social security card and other necessary documents to bring with you for your employment verification at one of the locations and dates listed below.

APPLICATION VERIFICATION

Social Security Card: The name on your card must match your name in our system. We will review this when you arrive at the site.

If you don't have one, you can apply for **one here**; or search for a Chicago-area SSA office near you using **this tool**.

- To apply for a Social Security Card:
  - Find your birth certificate + ONE Evidence of Identity (i.e. Driver's License, State ID, etc.)
  - Print and fill out Social Security Application
  - Apply in person or by mail
  - Once you receive your card make copies and store in a safe place

FOR YOUR I-9 EMPLOYMENT VERIFICATION

CLICK **HERE** TO VIEW THE **FULL LIST** OF ACCEPTABLE DOCUMENTS.

LIST A

OR

LIST B

AND LIST C

I-9: Proof of Identity and Employment Authorization Documents

BRING ONE DOCUMENT FROM LIST A

- **LIST A (Identity and Employment Authorization) includes** U.S. Passport, U.S. Passport Card, Permanent Resident Card. You only need one unexpired document from this list.

OR

ONE DOCUMENT FROM LIST B (MUST HAVE A PHOTO) AND ONE DOCUMENT FROM LIST C

- LIST B (Identity) includes Drivers' license, State ID card, School ID card with photograph.
  - If you don't have a State ID, Driver's License, or Passport already, go to CyberDriveIllinois.com for instructions on how to obtain one.
- LIST C (Employment Authorization) includes Social Security Card, Birth Certificate, Employment Authorization document issued by DHS.

  Make sure your documents are original (not photocopies) and have not expired.

ASM STAFF WILL BE AVAILABLE ON THE FOLLOWING DATES AND TIMES BELOW

AFTER SCHOOL matters®

Date	Time	Locations
Tuesday, September 5	**3:00 p.m. – 5:00 p.m.**	**Gallery 37** @ 66 E. Randolph St. **Lutz Center** @ 3435 N. Cicero Ave. **Gately Park** @ 10201 S. Cottage Grove Ave.
Tuesday, September 12	**3:00 p.m. – 5:00 p.m.**	**Gallery 37** @ 66 E. Randolph St. **Lutz Center** @ 3435 N. Cicero Ave. **Gately Park** @ 10201 S. Cottage Grove Ave.
Tuesday, September 19	**3:00 p.m. – 5:00 p.m.**	**Gallery 37** @ 66 E. Randolph St. **Lutz Center** @ 3435 N. Cicero Ave. **Gately Park** @ 10201 S. Cottage Grove Ave.

Teen Intern Employment Eligibility Verification Schedule

Note: Please come as early as possible as there may be a wait and ensure you bring your original documents as we are unable to accept copies.

If you have questions, please contact our Teen Hotline at 312-846-5199.