

# 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 - [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.**


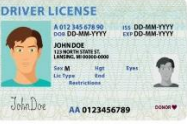

- **Step 1:** You will complete the I-9 form in-person during your employment verification at one of our locations listed below on the dates listed.
- **Step 2:** Gather your social security card and other necessary documents to bring with you for your employment verification at one of the locations and dates listed below.

## APPLICATION VERIFICATION

	<p><b>Social Security Card:</b> The name on your card must match your name in our system. We will review this when you arrive at the site.</p> <p>If you don't have one, you can apply for <a href="#">one here</a>; or search for a Chicago-area SSA office near you using <a href="#">this tool</a>.</p> <ul style="list-style-type: none"> <li>• To apply for a Social Security Card:             <ul style="list-style-type: none"> <li>○ Find your birth certificate + ONE Evidence of Identity (i.e. Driver's License, State ID, etc.)</li> <li>○ Print and fill out Social Security Application</li> <li>○ Apply in person or by mail</li> <li>○ Once you receive your card make copies and store in a safe place</li> </ul> </li> </ul>
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## FOR YOUR I-9 EMPLOYMENT VERIFICATION

CLICK [HERE](#) TO VIEW THE **FULL LIST** OF ACCEPTABLE DOCUMENTS.

<p><b>LIST A</b></p>  <p><b>OR</b></p> <p><b>LIST B</b></p>  <p><b>AND LIST C</b></p> 	<p><b>I-9: Proof of Identity and Employment Authorization Documents</b></p> <p><b>BRING ONE DOCUMENT FROM LIST A</b></p> <ul style="list-style-type: none"> <li>• <b>LIST A (Identity and Employment Authorization)</b> includes U.S. Passport, U.S. Passport Card, Permanent Resident Card. You only need one unexpired document from this list.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p><b>ONE DOCUMENT FROM LIST B (MUST HAVE A PHOTO) AND ONE DOCUMENT FROM LIST C</b></p> <ul style="list-style-type: none"> <li>• <b>LIST B (Identity)</b> includes Drivers' license, State ID card, School ID card with photograph.             <ul style="list-style-type: none"> <li>○ If you don't have a State ID, Driver's License, or Passport already, go to <a href="#">CyberDriveIllinois.com</a> for instructions on how to obtain one.</li> </ul> </li> <li>• <b>LIST C (Employment Authorization)</b> includes Social Security Card, Birth Certificate, Employment Authorization document issued by DHS.</li> </ul> <p style="text-align: center;"><b><i>Make sure your documents are original (not photocopies) and have not expired.</i></b></p>
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**ASM STAFF WILL BE AVAILABLE ON THE FOLLOWING DATES AND TIMES BELOW**

<p style="text-align: center;"><b>Teen Intern Employment Eligibility Verification Schedule</b></p> <p style="text-align: center;">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.</p>		
Date	Time	Locations
<b>Tuesday, October 31</b>	<b>3:00 p.m. – 4:45 p.m.</b>	<p><b>Gallery 37</b> @ 66 E. Randolph St.</p> <p><b>Lutz Center</b> @ 3435 N. Cicero Ave.</p> <p><b>Gately Park</b> @ 10201 S. Cottage Grove Ave.</p>

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