



# Workability Checklist

## Documentation Inventory

STUDENT'S NAME \_\_\_\_\_

SOCIAL SECURITY NO. \_\_\_\_\_

Please check the appropriate circle when you have included/completed the item(s).

**Age:** \_\_\_\_\_  
Valid proof of age (birth certificate, benefits card with date of birth and social security number California identification or driver's license, passport, current school I.D. care with date of birth).

**Picture Identification:** \_\_\_\_\_  
Valid picture I.D. California Identification or driver's license, passport or current school identification. Must provide original document.

**Social Security Card:** \_\_\_\_\_  
original Social Security Card (signed). Must provide original document. Name on application and social security card must be exactly.

**Tuberculosis (TB) Test:** \_\_\_\_\_  
Valid test that is not more than one year old (applicable to internships in schools, child Care centers and hospitals only).

**Citizenship status:** \_\_\_\_\_  
If non- citizen, must provide original alien registration card. Must provide original Document.

**1-9 Form:** \_\_\_\_\_  
Dept. of Justice. Immigration and Naturalization (appropriate designation checked, signed)

**W-4 Form:** \_\_\_\_\_  
Deduction indicated (signed).

**Application:** \_\_\_\_\_  
Parental Signature (s) (work permit, verification of information)  
Student Signature (verification of information)  
Emergency Information provided — WAI Student Baseline & Follow Along (Scan)

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### STUDENT RECRUITER

I certify that I have reviewed the above original social security card and or alien registration card.

Recruiters Name \_\_\_\_\_ Phone: \_\_\_\_\_

School/Agency Name: \_\_\_\_\_ Date: \_\_\_\_\_