

GROW BINGHAMTON.....Next Steps If Hired!

Hiring decisions will be made 5/4. For the full list of documents and links to download visit: vinesgardens.org/programs/youthprogram/interview-hiring/

If you are offered a job you will need to:

1. You **MUST** attend the BOCES Employment Program seminar on **Tuesday May 8th from 4-7pm** at Columbus School (*164 Hawley Street, Binghamton*)
 - a. Contact Kaitlyn if the following date does not match your schedule. There is an alternative option available on Thursday May 10th from 4-7pm, but **MUST** be arranged with Kaitlyn to attend this session.
 - b. Bring with you the following:
 - Social Security Card
 - Second Form of Identification: A Drivers License, State ID, School ID or Report Card (OR) Passport
 - Working Papers, if under 18 years old (obtained from your school)
 - A Parent/Guardian, if under 18 years old
2. Come to the VINES office (42 Chenango Street) to submit paperwork and VINES will make copies of your documents. Paperwork Hours are scheduled for Friday, May 11 from 1:30 -4pm, Monday May 14 from 4-6.

If you cannot make one of these times, don't worry, contact Kaitlyn and we will figure out a time! Feel free to pick up a packet of the files anytime by visiting our office or asking Kaitlyn to mail a packet home. Be sure to fill out all documents in blue or black ink and write legibly.

flip for list of documents that need to be filled out, signed and submitted. All documents are available online. You may pick up a packet anytime at the VINES office (basement of 42 Chenango Street) or request one be mailed home to you

a. Complete CDBG Client Intake Form

i. Photocopies needed of:

-Verification of Residency: Phone/Cable/Utility Bill or Driver's License

Youth must be City of Binghamton residents

-Documentation of Parent/Guardian Income: Unemployment Payment, Social Services Budget, Pay Stub, W-2, or Social Security Income Form

This will not impact eligibility but is required to be documented per program funding

b. Complete VINES Grow Binghamton Consent Form

-Requires a parent/guardian signature, if under 18 years old

- Working Papers, if under 18 years old (can be obtained from your school and requires: Identification, Parent/Guardian Signature and Doctors Note that you are fit to work)

c. Complete VINES Grow Binghamton Health Form

-Requires a parent/guardian signature, if under 18 years old

d. Complete 2018 I-9 Form

i. Photocopies needed of:

- Social Security Card

- Second Form of Identification: A Drivers License, State ID, School ID or Report Card (OR) Passport

e. Complete 2018 W-4 Form

i. It is most common for youth to select "0" on line 5 and write exempt on line 7. Talk with your parent/guardian to determine what is best for you.

Contact Kaitlyn: Call or Text 607-323-3171 or
Email Kaitlyn@vinesgardens.org

VINES OFFICE: 42 Chenango Street (basement of UPC)