

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

Hiring decisions will be made by 5/10. If you are offered a job you will need to:

1. Fill out the Hiring Packet Online which is available at:  
**[vinesgardens.org/programs/youthprogram/interview-hiring/](http://vinesgardens.org/programs/youthprogram/interview-hiring/)**

2. **Gather your identification materials to submit to VINES**

a. Photocopies needed for:

**-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. **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 2019 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

d. **Complete 2019 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](mailto:Kaitlyn@vinesgardens.org)

VINES OFFICE: 42 Chenango Street (basement of United Presbyterian Church)