

Name: _____

**COMPLETE APPLICATION
CHECKLIST**

ADMINISTRATION (all information needed to determine eligibility)

- _____ Complete and Signed/ Education & Career Services Application
- _____ Age
- _____ Tribal Enrollment
- _____ Proof of Residency
- _____ Income Verification or Declaration of No Income
- _____ Social Security Card
- _____ If male & under the age of 25, verify registration with Selective Service at www.sss.gov

WORK EXPERIENCE (information needed to service customer)

- _____ TABE Test
- _____ Career Cruising Assessment
- _____ Intake Form
- _____ Employment History
- _____ Written Statement
- _____ Basic Skills Activity Tracker
- _____ Employability Development Plan
- _____ Signed Agreements (Customer, Supervisor)

SUPPORT SERVICES (information needed to service customer)

- _____ Verification of Employment
- _____ Employment Development Plan

YOUTH EMPLOYMENT (information needed to service customer)

- _____ Participant Assessments (TABE, Career Cruising)
- _____ Youth Agreement
- _____ Supervisor Agreement
- _____ Employability Development Plan

SUMMER YOUTH (information needed to service participant)

- _____ Work Permit (Submit once)
- _____ Proof of S/M Tribal Enrolled or Descendent (Submit Once)
- _____ Agreement
- _____ Parent Release/ Permission (Medical, Drug, and Health Assessment)