

Student Interview Checklist

PLEASE READ CAREFULLY THE FOLLOWING INFORMATION.

**1. COMPLETE THE SECOND HALF OF THE
WORKFORCE APPLICATION**

2. PROOF OF IDENTIFICATION

Provide 2 of the following acceptable forms of identification

- Massachusetts Driver's License or Mass ID
- Birth Certificate
- US Passport

If you are not a US Citizen please provide either of the following additional documents

- Permanent Resident Card
- Alien Resident Card
- Work Permit

3. HIGHEST LEVEL OF EDUCATION

Provide 1 of the following acceptable forms:

- Copy of your High School Diploma or Highest level of Education certificate
- College transcript

4. PROOF OF RESIDENCY

Provide 1 of the following acceptable forms:

- Most current utility bill with your name on it (no more than 60 days old)
- Massachusetts vehicle registration (most current)
- Post mail with name of application

5. INCOME VERIFICATION

Provide 2 of the following acceptable forms:

- Most recent pay stubs (no more than 30 days old)
- Copy of last year's federal tax return
- Unemployment benefits letter

6. RESUME

- Most recent copy of your resume