



11 Pine Street Hamden, CT 06514 (203) 777-2610 ext. 1120  
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## **Important Checklist for Summer Youth Employment**

**\_\_Completed Application**, signed and dated-please add a resume' if you have one

**\_\_Photo I.D.**

**\_\_Proof of income** (Letter from school stating the youth receives **free or reduced** lunch or 4 weeks paystubs for all household members-within the last 6 months-or unemployment verification)-if student receives special education services, this is not needed

**\_\_Copy of Birth Certificate**

**\_\_Copy of Social Security Card**

**\_\_Proof of Hamden Residency** (examples: copy of utility bill, lease, etc.)

**\_\_Special Needs form**, if applicable – a letter from an authorized official stating the student receives special education services (if needed)

**\_\_Proof of foster care, if applicable**

Applications will be accepted and interviews will take place at the Hamden Youth Services Bureau in The Keefe Community Center– 11 Pine Street. Interview dates May 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> 1:30 p.m.-3:30 p.m. First come first serve. **MUST WEAR A MASK**

Only completed applications with all required documentation will be accepted. Youth must sign in for an interview. Please come appropriately dressed.