

HS Internship Program

City of Nashua

Required Documents:

- **Acceptable documents** as determined by the US Citizenship and Immigration Services, Department of Homeland Security to show eligibility to work in the United States. List of acceptable documents attached. (for completing the **I-9** form)—presented on the first day.
- **Document with proof of age** such as: birth certificate, passport, baptismal certificate, immigration record or religious or official record bearing age). If one of the documents used for the I-9 meets this requirement an additional document is not needed. (for all students under age 19), presented on the first day

Ex: if student shows birth certificate for the I-9, that document will suffice.

If student shows school ID and social security card for the I-9 then an additional document as described above with date of birth will need to be provided

- State of NH Department of Labor **Parental Permission Form for students ages 16 and 17 (presented on the first day). Form will be distributed at the Parent Information Session.**
- State of NH Department of Labor **Youth Certificate (for students under age 16).** An employer request for Child Labor Form (from the City) will need to be provided. Must be on file on the first day.

On first day of employment Students will be completing:

- W4 Tax withholding form
- Employee Information Sheet
- I-9 Form