



City of Camden Summer Youth Internship Program

Checklist

All applications must be fully completed to be considered for an interview. Please note that completion is not limited only to the items listed below. These are simply the sections that are most commonly missed.

Due to the high number of applicants, any application that is incomplete in any section will be removed from the process. Before submitting, **carefully** review your entire application to ensure that all required sections are filled out and that all necessary documents, attachments, and signatures are included.

- Contact Information (Name, phone number, email) pg. 1
- Household Size & Income pg. 2
- Parent **AND** Child signatures pg. 2
- Essay Questions Thoughtfully Completed pg. 3
- Emergency Contact Form pg. 4
- Completed** Notarized Affidavit pg. 5

Additional Documentation

- NJ Working Papers (complete online first so we can finalize and print our portion)
- I-9 Form (**Top Section**-Students Name, Address, SSN, Email, Phone Number, and **Signature**)
- W-4 (**Top Section**-Students Name, Address, SSN-Section B, Filing Status-Section C, and **Signature**)
- NJ-W4 (**Top Section**-Students **SSN**, Name, Address, and **Signature**)
- Birth Certificate
- Social Security Card (Signed)
- Report Card
- Proof of income for all adults in the household including adult siblings.