

## Required Documentation Checklist – Construction Training Program

You must submit all of the following required documents before being accepted into the Construction Training Program. Your application will not be considered complete until you submit all documents — submission of an incomplete application will cause delays, which may affect your enrollment date and/or eligibility. If you have questions about this information, please call 617.445.8887 x25 or x28.

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PROOF OF IDENTITY

- Mass ID or Driver’s License (Registry of Motor Vehicles)

PROOF OF CITIZENSHIP (one of the following)

- Birth Certificate
- U.S. Passport
- Immigration card AND Social Security card

PROOF OF ADDRESS (one of the following)

- A bill with your name and address
- A letter from the landlord stating that you live at the address on your application

PROOF OF INCOME (one of the following)

- Pay stub or W-2 form
- Letter from your employer
- Letter written by you stating that you are unemployed

PROOF OF PHYSICAL EXAM

REGISTER WITH SELECTIVE SERVICE

All males over 18 years old must be registered with selective service. You can register at any post office or online at [www.sss.gov](http://www.sss.gov) and bring proof that you have registered.

SPONSOR FORM

This form is attached. You need to have (Over 25 years old, willing to take an active role in your life, and interested in seeing you make a positive change) them complete the form and you return it when you come for your interview.

HIGH SCHOOL TRANSCRIPT

A Form is attached for you to bring to your last high school, bring the transcript when you come for your interview.

CORI REQUEST FORM

Form is attached, complete and return it when you come for your interview.

300 WORD ESSAY

Paper is attached; essay should be complete when you come for your interview.





## CORI Request form

YTHBD  
FE191

YouthBuild Boston has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data. As an applicant for a YouthBuild Boston program, I understand that a Criminal Offender Record Information check will be conducted for convictions and pending criminal case information only and that it will not necessarily disqualify me. The Information below is correct to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### APPLICANT INFORMATION (PLEASE PRINT)

NAME (*Last, First, Middle*): \_\_\_\_\_

MAIDEN NAME OR ALIAS (*If Applicable*): \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NUMBER (*Requested, but not required*): \_\_\_\_ - \_\_\_\_ - \_\_\_\_

MOTHER'S MAIDEN NAME: \_\_\_\_\_

#### PRESENT ADDRESS

*Number & Street:* \_\_\_\_\_

*City, State, Zip:* \_\_\_\_\_

*Phone #:* \_\_\_\_\_

FORMER ADDRESSES: \_\_\_\_\_

\_\_\_\_\_

SEX: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ ft. \_\_\_\_\_ in. WEIGHT: \_\_\_\_\_ EYE COLOR: \_\_\_\_\_

STATE DRIVER'S LICENSE NUMBER: \_\_\_\_\_

\*\*\*THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

(*Signature of CORI Authorized Employee*)



504 Dudley Street, Roxbury, MA 02119 • Tel: 617.445.8887 • Fax: 617.427.3950 • [www.youthbuildboston.org](http://www.youthbuildboston.org)

## High School Transcript Request Form

TO: High School Registrar  
FROM: YouthBuild Boston  
RE: Release of Official Transcript

This is a formal request to release to YouthBuild Boston the official high school transcript for the student named below. Please fax or mail transcript to:

YouthBuild Boston  
Attn: Program Applications – Monica or Amos  
504 Dudley Street  
Roxbury, MA 02119  
Fax: 617.427.3950

If you have any questions regarding this request, please contact Monica or Amos at 617.445.8887.

Applicant Name: \_\_\_\_\_

(If married, list your maiden name)

SS#: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Last school attended: \_\_\_\_\_

Address of school: \_\_\_\_\_

Last year attended: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(if applicant is under 18 years old)*

Parent/Guardian name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Sponsor Form – Construction Training Program

### NOTE TO APPLICANT:

Please fill in this section. Remember, your sponsor may not be a family member.

Applicant's Name (please print): \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell/Work Phone: \_\_\_\_\_

### NOTE TO SPONSOR:

The young person named above has given us your name as someone who is able to act a sponsor for them as they attend the YouthBuild Boston Construction Training Program.

### SPONSOR AGREEMENT

YouthBuild Boston's Sponsor Agreement Form is a collaborative agreement between two parties whose sole commitment is to continue the holistic development of a student. The two parties involved in this agreement will consist of the sponsor and YouthBuild Boston. A sponsor is a community-based organization, youth development worker, boss, former employer or other personal advocate actively involved with an individual enrolling in our program. YouthBuild Boston will be responsible for communication to the sponsor about the student's progress.

The agreement stipulates that the student sponsor take responsibility for the following:

1. Assisting in the enrollment process, which includes ensuring that the student reports for scheduled appointments in a punctual manner, and is prepared with proper documents and materials mandated by the program.
2. Supporting and encouraging the student to maintain focus and motivation throughout their training course.
3. Helping and encouraging the student during their job search activities.

As a sponsor, YouthBuild Boston welcomes and expects your full cooperation in supporting our student. We hope we can collectively succeed in our quest for youth development as it coincides with the development of our communities.

If you acknowledge all of the stipulations of this Sponsor Agreement Form and accept the responsibilities as a sponsor for the young person named above, please complete the following information and sign below to solidify this letter of agreement.

Sponsor's Name (please print): \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell/Work Phone: \_\_\_\_\_

Your relationship to applicant: \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_





