

**WorkReady Philadelphia Summer 2010  
Youth Application Preparation List**

***What can you do now to prepare to enroll in WorkReady Summer 2010 programs?***

**Make sure you have an e-mail address**

- If you do not have an e-mail address**, you can sign-up for free through a web-based e-mail provider such as Yahoo, Gmail, Hotmail and MSN.
- If you already have an e-mail address**, double-check that it is active (especially if you have not used it in a long time). Also, be certain that it is 'professional.' It is a good idea to include your name in your e-mail address. Examples:
  - First initial, last name: John Doe – Jdoe@emailprovider.com
  - First name, last name: Jane Doe – Jane.doe@emailprovider.com

**Locate the following documents**

At your enrollment appointment, you will be asked to show several documents. You should collect all of those documents now. Arriving at your enrollment appointment with all of your documents guarantees that your enrollment will be complete, which is important in determining if you are eligible for summer employment through WorkReady. The following documents are a suggested short-cut to fill out all enrollment paperwork:

- Student ID OR Federal/State/government ID (example: a driver's license or state ID card)
- Signed Social Security Card
- Birth Certificate

**Create or update your resume (only for youth ages 16-21)**

If you are between the ages of 16 and 21, you will need to bring a resume to your enrollment appointment.

- If you do not have a resume, you will need to create one. If you already have a resume, review it to make sure it is up-to-date. Have your resume reviewed by an adult.

**Register with Selective Service**

*If you are a male who will be 18 during the summer, you will need to register with selective service:*

- Visit <http://www.sss.gov> and click "Register Online"
- Print the page with your registration number

**OR**

- Visit your local Post Office to fill out a Selective Service Registration form

**Note about Work Permit**

*If you will be 18 years old, or older as of July 6, 2010 you will not need a work permit. If you have a blue work permit or a yellow work permit listing WorkReady Philadelphia, PYN or the Philadelphia Youth Network as the employer, you do not need to take any action. If you do not have a work permit, you will receive instructions with the application.*

For additional questions contact the WorkReady Philadelphia Hotline at  
[youth@workreadyphila.org](mailto:youth@workreadyphila.org) or 267-502-3742.