APPLICATION PROCESS, PROCEDURES AND RE-HIRES

1. Use only blue or black ink to complete application (applications in pencil or other colors of ink will not be accepted).
2. Include Interns filing status on W-4 form.
3. Put all documents in order before submitting application.
   - Work permit
   - W-4 form
   - I-9
   - Picture ID, social security card (picture on ID must be clear).
4. Check for all signatures and requested dates.
5. Applicants under the age of 18yrs must complete work permit application. When applying for a work permit the following documents are needed:
   - Class schedule
   - Current picture identification card
   - Signed social security and birth certificate.
6. On the front page of the application packet, please include contact person, agency, school, email address or any information will assist our office in contacting applicant or contact person. Always make a copy of each application for your records.

REHIRES PROCESS Complete the following:
- Internship Verification form.
- Current W-4.
- Current I-9.
- Current Picture ID.
- Work Permit (under 18 yrs.).
7. MAIL completed application by interschool mail to: Dezebee Miles 45 Conkling St., SF., CA 94124 application can be dropped off at same address during the hours: 8:30am-4:00pm.
8. Interns cannot work until HR approved, and notified by the Workability office.

Intern can be placed on worksite after completing the following:
1. Student’s application must be cleared by Human Resource Department.
2. Students must be briefed on WorkAbility’s policies, procedures, payroll and time sheets procedure prior to placement.
3. Worksite must sign off on MOU, completes Worksit Request forms, and faxed both copies to 415-695-2448 Attn: WorkAbility/Dezebee Miles.
4. WorkAbiility Specialist must meet with worksite supervisor.