



VERMONT YOUTH CONSERVATION CORPS

1. This is a list of the **REQUIRED PDF FORMS** you can fill out on a computer. Fill them out, save them, and email them back.
2. **Deadline for hiring paperwork: ASAP**

Conservation Crew Leader Checklist (check these off and return to Laura)

- Complete Truescreen process
- Schedule Fingerprints using Fieldprint link sent you via email
- Direct Deposit Form
- W2 Consent Form
- HC-2 Form
- VT W4
- W4
- I-9
- signed* employee handbook acknowledgement
- AHS Release Form
- MVR Consent Form
- Grant Eligibility Form
- Vosha online certificate
- Online Health Form
- Make sure you have ID's for your I-9 (passport OR drivers license and ssc or birth cert)

All done? Send the all required documents to Laura

- Email docs as attachments to laura.demaria@vycc.org

Questions? Email Laura at laura.demaria@vycc.org