



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: Friday April 2nd**

Conservation Peer Leader selection documents (check these off and return to Caitlin)

- completed offer letter
- Email pictures of your ID's for A*C compliance, *check the A*C ID list!*
- Truescreen process via email Caitlin sent you
- schedule fingerprinting through Fieldprint via email Caitlin sent you complete Bio
- from survey link on website
- signed* Position Description
- AHS Release Form
- Sharing Stories survey (optional)
- Criminal History Form
- Direct Deposit Form
- W2 Consent Form
- W4 federal
- W4 VT
- I-9
- Driver authorization check Form
- Health Form
- Grant eligibility form
- Uniform survey
- Mandated Reporter certificate
- Vosha online certification

All done? Send the all required documents to Caitlin!

Email docs as attachments to caitlin.perrier@vycc.org Questions? Email Caitlin at caitlin.perrier@vycc.org