



# 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 May 25th**

## **AmeriCorps Farm Leader selection documents (check these off and return to Caitlin)**

- completed offer letter
- Email pictures of your ID's or A\*C compliance, *check the A\*C ID list!*
- complete Truescreen process via email Caitlin sent you
- schedule fingerprinting through Fieldprint via email Caitlin sent you
- signed* Position Description
- AHS Release Form
- Sharing Story survey (optional)
- Criminal History Form
- Direct Deposit Form
- W2 Consent Form
- W4 federal
- W4 VT
- I-9
- 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](mailto:caitlin.perrier@vycc.org) If you don't have computer access you can print and fill out and mail to: VYCC, c/o Caitlin Perrier, 1949 E. Main St. Richmond, VT 05477

Questions? Email Caitlin at [caitlin.perrier@vycc.org](mailto:caitlin.perrier@vycc.org) or call her 802-434-3969 x130