

OPPORTUNITIES FOR ALL

ONBOARDING PROCESS

1. SUBMIT APPLICATION

Submit OFA Application

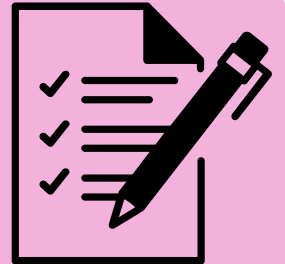
- Scan QR code below to apply now!



2. WORK DOCUMENTS

All interns must complete these documents to start working:

- I9, W4, EDD, Wage Theft
- Supplemental Application Packet (SAP)
- Media Release Form
- Work Permit with Supporting Documents
- I-9 Supporting Documents:
 - (i.e Passport, SSC, Birth Certificate, CA ID/DL)

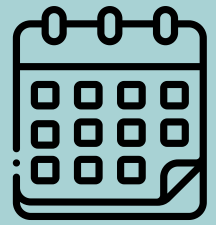


Please scan QR code below for the Downloadable Blank Documents

3. SET UP APPOINTMENT

Set up calendly appointment for document support with JCYC through these links: **Please indicate language support needs**

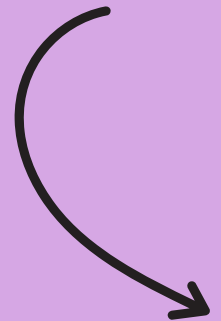
- Scan QR code below to set up an appointment.



4. WORK DOCUMENT DROP OFF LOCATIONS

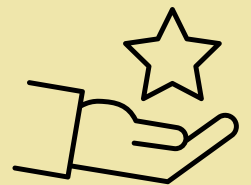
Interns must submit all documents in person. Drop off your onboarding documents at these Drop Off Locations:

- **JCYC: Mondays - Fridays (1PM - 5:30PM)**
- **Balboa High School: Tuesdays March 12 - June 12 (4PM - 5:30PM)**
- **Merced Branch Library: Wednesdays March 20-June 12 (3PM - 5PM)**
- **Bernal Heights Library: Wednesdays March 13 - June 12 (3PM - 6PM)**
- **YCD: Thursdays March 21 - June 13 (3PM - 6PM)**
- **Sunset Library: Thursdays starting March 14 - June 13 (3PM-6PM)**



5. WORK PERMIT

- Interns can retrieve work permit request form from JCYC office, or from this [LINK](#).
- **Interns will need to bring a work permit request form to JCYC first to have the employer sign. Then go to their school/SFUSD office to finish their work permit, before their school closes for the summer**
- Once school closes for the summer, interns will need to obtain their work permit from SFUSD work permits office:



**FOR MORE INFORMATION
PLEASE SCAN QR CODE FOR
LINK TREE:**



CONTACT: OFA@JCYC.ORG

