

Applicant Folder Inventory

Left Side	Right Side
Folder Inventory	
Age <ul style="list-style-type: none"> ○ Birth certificate, U.S. passport ○ Driver's license/state identification card ○ Department of Homeland Security (DHS) documents 	Parental Consent for Minors <ul style="list-style-type: none"> ○ Parent/guardian signature on appropriate Job Corps forms, such as ETA Forms 652 and 653. ○ Emancipation papers ○ Marriage license
Selective Service Registration <ul style="list-style-type: none"> ○ ETA 652 	
Legal Resident Documentation <ul style="list-style-type: none"> ○ Social Security Card ○ Driver's license, state ID, school record, tax record, W-2 ○ Alien Registration Receipt Card: I-688A or I-688B; or ○ Temporary Residence Card, I-688; or ○ Employment Authorization Card: I-551 or I-151 (green card); or ○ Unexpired foreign passport containing employment authorization document I-94 	Child Care (if applicable) <ul style="list-style-type: none"> ○ Child care certificate (ETA Form 682)
Low Income <ul style="list-style-type: none"> ○ Unemployment Insurance Quarterly Wage Records ○ One month's worth of paystubs ○ Statement of support, signed by applicant and support provider if possible ○ Tax information ○ Documented telephone calls to employers, caseworkers, public assistance staff, etc., when used as income verification sources 	Behavioral Adjustment History <ul style="list-style-type: none"> ○ ETA 655 Court Documentation ○ ETA 655A Institutional Statement ○ Criminal background results
Requires Additional Education and Training <ul style="list-style-type: none"> ○ GED certificate or official GED test scores; foreign diploma ○ School transcript request documentation ○ A regular/standard HSD or honors diploma or official transcripts (see Chapter 1, Section 1.2, R6.a.1) 	Readmission <ul style="list-style-type: none"> ○ OASIS Readmission Report
Health and Disability History Envelope <ul style="list-style-type: none"> ○ Medical Records ○ IEP/special education diploma ○ Reasonable Accommodation Request Form ○ Psycho-educational reports ○ Other cognitive and achievement testing results ○ Any other protected medical/disability-related information (e.g., documents with a diagnosis, etc.) 	