

## INTERNSHIP CHECKLIST

- \_\_\_ **Checklist**
- \_\_\_ **Contract** (Detach this for your personal records)
- \_\_\_ **Application**
- \_\_\_ **I-9 PLEASE ONLY FILL OUT TOP SECTION...BOTTOM SECTION HAS TO BE FILLED OUT BY TTTC** (Be sure to include a copy of your driver's license and social security card)
- \_\_\_ **W-4**
- \_\_\_ **Grievance Procedures**
- \_\_\_ **Payroll Procedures**
- \_\_\_ **Worksite Agreement**
- \_\_\_ **Direct Deposit Form**
- \_\_\_ **Participant Progress Evaluation**
- \_\_\_ **Two (2) letters of recommendation**

\_\_\_\_\_  
**Intern Signature**

\_\_\_\_\_  
**Date**