

Monthly tips and resources for young adults, their families, and supporters who are exploring options for life after high school in Indiana.

# Documents Needed for Employment

Issue No. 40, December 13, 2023



What documents do you need to prepare for a solid job search?

To kickstart a successful search, it's crucial to gather the right documents and ensure you're prepared for each aspect of the process, from search to acceptance.

Here's a list of documents that will boost your chances of landing your dream job. Let's dive into what you'll need.

## Identification and Employment Authorization

It's vital that you have the correct identification and authorization documents to accept a position. Employers must be able to confirm your identity and that you can legally work. They gather documents for the Employment Eligibility Form (I-9).

Here's how it works. There are [three lists of documents](#), A, B, and C. Documents in list A can stand alone to both prove your identity and employment authorization in the U.S. For example, if you have a U.S. Passport or U.S. Passport Card, or another List A document, you can prove both your identity and that you can work in the U.S.

If you do not have a List A document, then you need to provide a document from both list B and list C. List B documents such as a driver's license or ID card, establish identity. List C documents establish your right to work in the U.S., such as a birth certificate or social security card. Note that the birth certificate must be an original or certified copy bearing an official seal.

If you are using your birth certificate or another document from list C and your name has changed, you will also need to provide documentation such as a marriage license or proof of legal name change.

# Employment History

An employment history document or sample application will help you organize your work history along with dates and contact information for employers. Some of this information will also be on your resume, but there is other information that you need for an application, such as the exact dates you worked, who your supervisor was, their contact information, and your reason for leaving. TransAct has a [sample job application](#) that you can download and complete to use as a reference.

A resume is a document that shows a prospective employer your work history as well as other things like skills, interests, and abilities. Check out Pacer's [Building a Resume: Tips for Youth with Disabilities](#) to get started. You can also find resume builders online such as [free high school resume templates](#) from Adobe.

A portfolio, [or visual resume](#), is also a document that demonstrates your work history, skills, abilities, and interests. You may find a portfolio is a more comfortable and effective way to share about yourself. A portfolio can include video demonstrations of your work, pictures of final products, or letters of recommendation by school, community, or work personnel—anything that helps a potential employer get to know you and your skills and talents.

You may develop a resume or portfolio in high school—hang on to these documents as they will be vitally important as you move into the adult world!

# Education and Reference

Be sure and keep a copy of your diploma and high school transcript as some employers will require these. Gathering letters of reference from people you know who you are not related to is also a good idea, or at least the contact information for three people who will give you a positive reference.

With these documents in hand (or in an electronic folder), you'll be ready for both job search and job offer!

## Resources

- [Form I-9 Acceptable Documents](#)
- [Building a Resume: Tips for Youth with Disabilities](#)
- [Indiana Secondary Transition Resource Center Information on Portfolios](#)
- [Documents to Keep for Youth Transitioning to Adult Life](#)
- [Adulting Shorts: Passport to Adulting - Managing Your Paperwork](#)

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*What's Next?* is a project of the Center on Community Living and Careers.

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