



2024 Youth Employment Programme Student Checklist

Directions: Use this to make sure that you've completed all requirements. This list will help you to keep organised. Remember, incomplete application packages will not be considered.

Use the YEP Guidance Notes to assist and triple check that everything is completed.

You can do this – we believe in you! Take it one step at a time.

Section A: The below needs to be completed by ALL Applicants

BOTH SIP and SEP Applicants must complete the below items.

Step 1: Upload these supporting documents to your Bermuda Job Board Profile.

Step 2: Select the documents to include them with your application.

Item	Reminders/Notes
1. Complete the YEP Application Form	This will automatically get sent to the youthemployment@gov.bm email when you complete it.
2. Create a profile on the Bermuda Job Board	Complete fields with red asterisk. Make your details private.
3. Complete the Bermuda Job Board " Manage My Record " portion. (See Guidance notes)	This will be 20-40% completed as not all areas need to be answered.
4. Supporting Document: Proof of Bermudian Status	Obtain a letter from Department of Immigration / Bermudian Stamp in Passport
5. Supporting Document: Photo Identification	Passport, Youth License or Adult Driver's License.
6. Supporting Document: Resume	Check spelling and grammar and ensure there are no mistakes.

Section B: For Summer Internship Programme (SIP) Applicants

Step 1: Upload these supporting documents to your Bermuda Job Board Profile.

Step 2: Select the documents to include them with your application.

Item	Reminders/Notes
1. Supporting Document: Government accounts payable paperwork (To ensure your wage is paid)	Name of Document: <input type="checkbox"/> New/ Change Address Form
2. Supporting Document: Official Bank Statement/Authorised Bank Letter.	This can be a Junior Savers Account Opening one can take 6 weeks. Start process by Feb 15.
3. Supporting Document: 1 reference letter	References can come from your: Pastor, Coach, Mentor, Previous Employer, Teacher, Professor.

Section C: For Summer Employment Programme (SEP) Applicants

Step 1: Upload these supporting documents to your Bermuda Job Board Profile.

Step 2: Select the documents to include them with your application.

Action Item	Reminders/Notes
1. Obtain: Social Insurance Number	If you need one. Apply for a Social Insurance Number Government of Bermuda (www.gov.bm) While waiting, you can put 00000 in the “Managing My Record” Job Board portion
2. Supporting Document: University / College Verification /Enrollment Letter	This is an official letter from your educational institution.
3. Supporting Document: University/College Transcripts Minimum GPA 2.7	This would be an official transcript/documentation from your educational institution.
4. Supporting Document: Health Insurance Medical Card (Must show Policy # & Certificate #)	If you do not have health insurance, email youthemployment@gov.bm .
5. Supporting Documents: Government payroll paperwork (To ensure your wage is paid)	Name of Documents (Two in Total) <input type="checkbox"/> New/ Change Address Form <input type="checkbox"/> New Hire/Personal Data Form ○ (Social Insurance Number goes on this form)
6. Supporting Document: (2) reference letters	References can come from your: Pastor, Coach, Mentor, Previous Employer, Teacher, Professor.
7. Supporting Document: Official Bank Statement/Authorised Bank Letter	You must have an adult savings account (Not a Junior Savers) Opening an account can take 6 weeks. Start process by Feb 15.