



# The Benefits of Working at Head Start

Head Start is an early childhood education model committed to 360-degree development of the whole child—providing a strong foundation to help set children up for a lifetime of learning and growth in school and in the wider world.

Head Start can be ideal for families with refugee status who need help learning English and other assistance to start their new lives in the United States.

You can find Head Start programs in communities all over the United States.

## Head Start is a great place to work

Head Start programs hire people with all kinds of work experience, education, and skills.

### Some of the jobs include:

- Teachers
- Teachers' assistants
- Classroom aides
- Infant/toddler caregivers
- Bus/van/truck drivers
- Cooks/cafeteria workers
- Cleaning/maintenance workers
- Accountants
- Data entry technicians
- Office assistants

### Head Start offers:

- **Flexibility**—Part-time, full-time, and volunteer jobs in and out of the classroom
- **Compensation**—Good benefits and pay (varies by program and whether you work full- or part-time but can include paid time off, health insurance, and retirement savings plans; and can include year-round or school-year options)
- **Comfort**—Safe, family-oriented, inclusive, and diverse work environments
- **Community**—Meet other parents, professionals, and people in your community
- **Assistance**—Help with meeting the needs of your family
- **Convenience**—The ability to work in the same place your child learns
- **Skills building**—Build communications and other skills on the job, including learning English as a second language
- **Advancement**—Professional development to
  - Improve your skills in serving children and families
  - Increase your earning potential
  - Meet degree or certification requirements

As recipients of federal funding, Head Start programs are equal opportunity employers. That means they can't discriminate in employment decisions on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, or genetic information.

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# Getting a Job With Head Start

## Know your rights as a person with refugee status

It is against federal law in the United States for employers, including Head Start, to treat job applicants unfairly because of their citizenship status.

## You have a right to work

People granted refugee status in the United States have a right to work. You can't be denied a job because of your:

- Citizenship status
- Immigration status
- National origin

## You must fill out a standard Form I-9

If you accept a job offer at Head Start, you will be asked to fill out a [Form I-9](#) on or before your first day of work. Federal law requires every person who works in the United States to fill out a Form I-9.

Head Start uses the Form I-9 to confirm that:

- You are who you say you are
- You are allowed to work in the United States

## Complete Section 1 to the best of your ability

**Social Security number.** If you don't yet have a Social Security number, you can leave that space blank (See Figure 1). Once you get your Social Security number, tell your employer. You can work while you wait for your Social Security number.

**Citizenship/immigration status.** If you are a refugee, put a checkmark next to "4. A Noncitizen" and write "NA" in the space where it asks you for the expiration date of your authorization to work.

## Help with the form

You can have someone help you fill out Section 1. Each person who helps you prepare or translate Section 1 must complete, sign, and date a separate certification area in Supplement A of the form.

Figure 1. Section 1 of Form I-9 that you must fill out

| Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.   |   |                          |                            |   |
|--|---|--------------------------|----------------------------|---|
| Last Name (Family Name)  | First Name (Given Name)   |                          | Middle Initial (if any)    | Other Last Names Used (if any)                  |
| Address (Street Number and Name)   |   | Apt. Number (if any)     | City or Town               | State   |
| Date of Birth (mm/dd/yyyy)   | U.S. Social Security Number   | Employee's Email Address |                            | Employee's Telephone Number                     |
| <p><b>I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</b></p> | Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):                 |                          |                            |   |
|  | <input type="checkbox"/> 1. A citizen of the United States  |                          |                            |   |
|  | <input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)  |                          |                            |   |
|  | <input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)  |                          |                            |   |
|  | <input type="checkbox"/> 4. A noncitizen (other than <b>Item Numbers 2.</b> and <b>3.</b> above) authorized to work until (exp. date, if any) |                          |                            |   |
|  | If you check <b>Item Number 4.</b> , enter one of these:  |                          |                            |   |
|  | USCIS A-Number  | OR                       | Form I-94 Admission Number | OR  |
|  |   |                          |                            | Foreign Passport Number and Country of Issuance |
| Signature of Employee  |   |                          | Today's Date (mm/dd/yyyy)  |   |
| If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the <a href="#">Preparer and/or Translator Certification</a> on Page 3.  |   |                          |                            |   |

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**For more information**

Learn more about your employment rights as a refugee at [www.justice.gov/crt/immigrant-and-employee-rights-section](http://www.justice.gov/crt/immigrant-and-employee-rights-section).

You can also call the U.S. Department of Justice hotline at 1-800-255-7688. Free interpretation is available.

**You have many ways to prove your identity and permission to work**

Form I-9 lists many documents you can use to confirm your identity and your permission to work (see Figure 2). **You can provide any of the documents listed.** You can provide any of the documents under List A. Or you will need to provide one document from List B and one document from List C. If the document you want to use has an expiration date, that document must be unexpired.

If a document you want to use is lost, damaged, or stolen, you can provide the receipt to replace it from the agency that gave it to you. You must provide the replacement document within 90 days.

Head Start can't ask you to provide:

- A specific document
- More documents than are required
- Different documents than are required

Head Start can't reject any documents you provide that look genuine.

**Figure 2. Documents you can use to prove your identity and permission to work**

| LIST A<br>Documents that Establish Both Identity and Employment Authorization  | LIST B<br>Documents that Establish Identity AND   | LIST C<br>Documents that Establish Employment Authorization  |
|--|---|--|
| 1. U.S. Passport or U.S. Passport Card   | 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address | 1. A Social Security Account Number card, unless the card includes one of the following restrictions:<br>(1) NOT VALID FOR EMPLOYMENT<br>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION<br>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION  |
| 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)   | 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address                | 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)  |
| 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa   | 3. School ID card with a photograph   | 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal  |
| 4. Employment Authorization Document that contains a photograph (Form I-766)   | 4. Voter's registration card  | 4. Native American tribal document   |
| 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:<br>a. Foreign passport; and<br>b. Form I-94 or Form I-94A that has the following:<br>(1) The same name as the passport, and<br>(2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. | 5. U.S. Military card or draft record   | 5. U.S. Citizen ID Card (Form I-197)   |
|  | 6. Military dependent's ID card   | 6. Identification Card for Use of Resident Citizen in the United States (Form I-179)   |
|  | 7. U.S. Coast Guard Merchant Mariner Card   | 7. Employment authorization document issued by the Department of Homeland Security<br>For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="http://uscis.gov/i-9-central">uscis.gov/i-9-central</a> .<br>The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document. |
|  | 8. Native American tribal document  |  |
|  | 9. Driver's license issued by a Canadian government authority   |  |
|  | <b>For persons under age 18 who are unable to present a document listed above:</b>  |  |
|  | 10. School record or report card  |  |
|  | 11. Clinic, doctor, or hospital record  |  |
|  | 12. Day-care or nursery school record   |  |
| 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI  |   |  |

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