

Directions for Completing Employment Paperwork Summer Recreation Program, Pleasant Valley Pool, and Coakley-Russo Memorial Golf Course

The following should provide some assistance in completing the necessary paperwork for employment with Bernards Township Parks & Recreation. Questions? Call 908-204-3003.

Working Papers – For Individuals Under 18.

State law requires if you are under 18 and have completed working papers, they have to be kept on file with your employer. Section B of the Working Papers has been partially completed and signed by the Parks & Recreation Department. **STEP 1** is for you to complete Section B by filling in the “Wages Per Hour” and “Minor’s Job Title” portion (refer to your offer letter for these items). **STEP 2** is for you to **complete all the requested information** using a ball point pen in Section A (including a parent signature) and then have the “Physician’s Certification” portion in Section C completed by your doctor. Once complete, **STEP 3** is to bring the form to Ridge High School (or the high school you attend - this is the Issuing Officer) where you will have Section D, E, and F completed. You will need to bring proof of age, i.e. Birth Certificate, Baptismal Certificate or Passport. For Ridge High Students, office hours are Monday – Friday, 8:00-3:00 p.m. The Issuing Officer will sign-off. The document will then be considered complete and can be returned to the Recreation Department. If you have further questions regarding Working Papers, please refer your questions to the Issuing Officer at Ridge High School, (908) 204-2585 ext. 107.

W-4

This form is used to determine the correct amount of Federal Income tax to be withheld from your pay. Please fill out all of the personal information required in Step 1 Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy. The Township cannot advise you as to how to complete the W-4. Do not write in the Employers Only section.

I-9

This form is used to confirm US citizenship status. You may be asked to complete this form each year. Complete all information required on page 1/section 1 and sign and date at “Signature of Employee”. You must also submit page 2/section 2, but do not fill out any information on this page. **Documentation must accompany this form.** On page 3 you will see a list of Acceptable Documents. You must submit with your I-9:

One document from List A found on the back of the I-9 (i.e. a valid passport with picture ID)

- OR -

One document from List B **AND** List C (i.e. Drivers License or school report card **AND** Social Security Card or Birth Certificate)

Employee Handbook Receipt

The Employee Handbook can be found at www.bernards.org under Human Resources. Please click the link for “Employee Handbook” on the right-hand side of the screen under LINKS. All employees are expected to read the handbook in its entirety before signing the receipt. After reading the Employee Handbook, please sign the receipt provided in your packet of paperwork and return with all other paperwork.

Background Check Authorization

All employees over the age of 18 must complete an authorization form for a sex offender background check. Those employees in a high level supervisory role must complete an authorization for a sex offender background check and a criminal background check. Once we have your authorization form on file, you will not need to resubmit the form. We will conduct the applicable background check(s) each year you are employed.

Direct Deposit Form

It is mandatory for all employees to receive their paycheck via direct deposit. This form will need to be completed annually. If this is the first year you are employed or have new banking information, complete the form in its entirety, following all listed directions, and sign the form. For a Checking Account Direct Deposit, be sure to attach a check with the word “VOID” written across it. If you would like to use the banking information on file from the prior season, complete the top portion, skip the account information, check the appropriate box and sign the form.