



Summer Recreation Program CHECKLIST

Please review this checklist before submitting your paperwork and be sure everything is completed.

Below are the items that need to be returned to the Recreation Department.

- ☐ Information & Acceptance Form
- ☐ I-9 (*must include copies of identification; read reverse side of I-9 for details*)
- ☐ W-4 (**BOTH STATE AND FEDERAL MUST BE COMPLETED**)
- ☐ Working Papers (*age 17 & under by start date*)
- ☐ Background Check (*age 18+ by start date*)
- ☐ Direct Deposit Form (**Mandatory, including returning employees**)
- ☐ Handbook Receipt (*sign and return last page of handbook – DO NOT return entire handbook*)
- ☐ Copy of CPR/First Aid Certification (*Supervisors Only, copies of both sides needed*)