

Directions for Completing Employment Paperwork For Seasonal Employment with Parks & Recreation

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.

Please review the working papers handout included in your paperwork. The Parks & Recreation 8 Digit Code for completing working papers is 00001158.

W-4 & W-4 NJ

These forms are used to determine the correct amount of Federal and State Income tax to be withheld from your pay. Please fill out all the required information as per the instructions on each form. See instructions 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-4s. 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". **Documentation must accompany this form.** On page 2 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)

Background Check Authorization

All employees over the age of 18 are subject to and must complete an authorization form for a criminal, motor vehicle and sex offender background check. Sign and print all required information, including drivers license number, social security number and residential address.

Employee Handbook Receipt

The Employee Handbook can be found at www.bernards.org, Departments, Human Resources, then click the link for "Employee Handbook". 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.

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.