



Pool Employment 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 Form (*must include copies of proper identification!! See instructions on the form!*)
- ☐ W-4 (Federal)
- ☐ W-4 (State)
- ☐ Working Papers (*Age 17 & under by start date*).
- ☐ Background Check (*age 18+*)
- ☐ Direct Deposit Form (*mandatory for all employees*)
- ☐ Handbook Receipt (*sign and return*)
- ☐ Staff Attire Sheet
- ☐ Copy of CPR Certification (*if applicable*)
- ☐ Copy of Lifeguard Certification (*if applicable*)

If you turn age 18 mid-season
you must complete both!

Please return these documents by mail or drop off to Town Hall - DO NOT e-mail paperwork.
DO NOT include your offer letter or any instruction pages when submitting – keep for your records.