



Pre-Employment Paperwork Checklist

LIFEGUARD ONLY

Please return this checklist with your paperwork confirming all assigned forms and documents have been completed. In order for an applicant to start work all paperwork must be completed, signed, dated, and returned prior to starting work. Please print legibly on all forms and return this cover sheet with your paperwork.

Name: _____

- Application (completed online or paper)
- Medical Clearance Form – signed by a medical doctor

The following must be turned in upon confirmation of hiring and prior to working:

- W-4 2023 updated Federal Tax Form – must include DOB, SS# and legible
- I-9 Form (new hires only)
 - Include Federally required supporting documents
- Direct Deposit Form - Mandatory for all employees. Returning employees - if you have no change to your account information on file, you do not have to return this form
- Copy of Driver's License OR Copy of Student Photo ID (if there is no license)
- Emergency Notification Form
- Gender Equity Acknowledgement of Receipt
- Whistleblower Act Notice (retain for your records)
- Background Check Paperwork
- Working Papers (if under 18)

Additional:

- On Line Training – information will be sent after hiring
- Borough Policies and Procedures Designated Sections Acknowledgement
- Attendance at any required training – in person or on line.