

2017-General Employment Forms and Documentation Checklist

check off when done

- Signed Employment Agreement-** *Please return within 30 days*
(Agreements are sent individually at the time of hire and not available on-line.)

Please Complete and return these forms ASAP (Before May 1)

- Voluntary Disclosure Statement (for background check)
- Health History (Must be signed by a Doctor)
- Medical Privacy Disclaimer (HIPAA)
- Healthy Living Contract
- Hepatitis B (OSHA)
- Federal W-4
- I-9/Employment Eligibility (Patriot Act) – complete Page 7

Please bring these with you when you come to camp AND send a copy to the office ASAP (Before May 1):

- Form I-9 supporting documents*

*Camp Nejeda is required by law to SEE the original ID's.

Please photocopy and submit these additional items ASAP (BEFORE May 1)

- Three (3) Letters of Reference
 - All NEW staff and returning staff if not already on file
- Immunizations List
- Copy of Health Insurance Card
- Copy of Prescription Card (If different from Health Insurance Card)

All forms must be submitted BEFORE arriving at camp to work.

Any questions, contact Camp Nejeda: information@campnejeda.org, 973-383-2611