

Checklist for Employment for Lifeguarding at The Colony Pool Club

_____ #1 – Application for employment (to be complete each year)

_____ #2 – Current Lifeguarding/CPR/AED/First Aid Certifications

_____ #3 – W4 form for current year (i.e. 2018) Completed and signed/dated
(if first time employees, we need a copy of your Social Security Card on file included with W-4 form)

_____ #4 – **ONLY** for 1st time employees – I-9 Form with copies of proper identifications attached
(one from List A and one from List B or C --*See form)

_____ #5 For all employees under 18 years old – Working papers {*Must be picked up from your High School – Step 1: fill out Section A, Step 2: Bring form to Pool to fill out, Step 3: get Doctor and School to complete form, Step 4: Make copy of completed form and return 1 copy to pool and 1 copy to Town Hall}

_____ #6- Direct Deposit form for payroll – once #1-5 done - Please print a copy of the form, fill out and include all necessary information.

Note: #1, 3, 4, 6 forms can all be found on the pool website under “Lifeguards Wanted” tab at <http://www.thecolonypoolclub.org/lifeguards-wanted/>.