

## **Checklist for Employment for Lifeguarding at The Colony Pool Club, Summer 2019**

For previously employed Lifeguards: please complete #1, 2 and 3 and submit to Town Hall.

\*New Hires: Please complete #1 and #2, once interviewed #3-6 are to be complete.

\_\_\_\_\_ #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. 2019) 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 1<sup>st</sup> time employees – I-9 Form with copies of proper identifications attached  
(one from List A and one form 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/>.