



## **Camp Employment Paperwork**

To get you started, all needed employment paperwork can be found on our web site –

[http://www.midymca.net/staffinfo\\_000.htm](http://www.midymca.net/staffinfo_000.htm)

Click on the category that applies to you “New Staff” or “Returning Staff” (this will be noted in your contract). All paperwork must be returned to my office before you can start work, **including your signed contract (for everyone) and Working Certificate (from your high school & if under age 18)**. There are a few things that I need to bring to your attention:

- **I-9** Form (if needed)...we need either a copy of one item from List A (unexpired US Passport)

...**OR**...

one item from List B (Driver's License or photo ID)

...**AND**...

one item from List C (Social Security Card)

**This is very important.**

- Direct Deposit Bank Authorization is optional. Please note that you need to attach a voided check from a checking account or a deposit form...to verify account information.
- **W-11 – Very Important**...please complete if you have not worked for anyone more than 40 hrs during the 60 day period ending on your first day at camp. In most cases that would be June 12<sup>th</sup> or June 22<sup>nd</sup>. If you are unsure, please contact me to discuss further.
- Personnel Policy...Please take a few moments to read.

Lastly...You have the choice of meeting with me to fill out your paperwork (you can either bring completed forms to review...OR...I will have copies of all forms for you when we meet).

...**OR**...

If you feel confident about filling out this paperwork without actually meeting...you are welcome to put all completed paperwork in an envelope and just leave it at the front desk (Middletown Office) for me. Just remember, I need all paperwork, including signed contract, Working Certificate from your high school and copies of documents for the I-9, see note above.

If you have any questions, please do not hesitate to contact me...either call, email or stop by.

Thanks and I look forward to hearing from you.

***Robin E. Pulaski***

*Director of Human Resources*

Middlesex YMCA

PH: 860-343-6214

FAX: 860-343-6254

[r.pulaski@midymca.org](mailto:r.pulaski@midymca.org)

[www.midymca.org](http://www.midymca.org)

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99 Union Street, Middletown, Connecticut 06457-3430