



NEW STAFF EMPLOYMENT CHECKLIST

Staff applications must be turned in to the camp office by **May 7th** if you wish to be considered for a staff position in 2010. If hired, your file must be complete by **June 4th** in order to come to camp. If your paperwork is not in by the deadlines, you will not be allowed to work at camp.

Name: _____ **Date:** _____

T- Shirt Size: Small Medium Large XL XXL Other: _____

DOCUMENT (please include a copy)

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|--|-------------------------------|
| <input type="checkbox"/> Staff Application | Due May 7 th |
| <input type="checkbox"/> Criminal Records Check | Due May 7 th |
| <input type="checkbox"/> Voluntary Disclosure Statement | Due May 7 th |
| <input type="checkbox"/> Social Security Card | Due May 7 th |
| <input type="checkbox"/> Driver's License (front and back) | Due May 7 th |
| <input type="checkbox"/> Authorization Form | To be done at camp |
| <input type="checkbox"/> Health insurance card (front and back) | Due June 4 th |
| <input type="checkbox"/> Health and Personal History | Due June 4 th |
| <input type="checkbox"/> Medical Examination Form | Due June 4 th |
| <input type="checkbox"/> TB Test | Due June 4 th |
| <input type="checkbox"/> Immunization Records | Due June 4 th |
| <input type="checkbox"/> Cardiology Form/Activity Participation Form | Due June 4 th |
| <input type="checkbox"/> CPR/FIRST AID | Due prior to camp if possible |
| <input type="checkbox"/> Additional Documents that prove Certification | Due May 7 th |