



### RETURNING STAFF EMPLOYMENT CHECKLIST

Staff applications must be turned in to the camp office by **March 5<sup>th</sup>** if you wish to be given priority consideration for a staff position in 2010. If hired, your file must be complete by **May 7<sup>th</sup>** 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)

- |  |                               |                                     |
|--|-------------------------------|-------------------------------------|
| <input type="checkbox"/> Staff Application                             | Due March 5 <sup>th</sup>     | } <b>For Priority Consideration</b> |
| <input type="checkbox"/> Criminal Records Check                        | Due March 5 <sup>th</sup>     |                                     |
| <input type="checkbox"/> Voluntary Disclosure Statement                | Due March 5 <sup>th</sup>     |                                     |
| <input type="checkbox"/> Social Security Card                          | Due May 7 <sup>th</sup>       |                                     |
| <input type="checkbox"/> Driver's License (front and back)             | Due May 7 <sup>th</sup>       |                                     |
| <input type="checkbox"/> Authorization Form                            | To be done at camp            |                                     |
| <input type="checkbox"/> Health insurance card (front and back)        | Due June 4 <sup>th</sup>      |                                     |
| <input type="checkbox"/> Health and Personal History                   | Due June 4 <sup>th</sup>      |                                     |
| <input type="checkbox"/> Medical Examination Form                      | Due June 4 <sup>th</sup>      |                                     |
| <input type="checkbox"/> TB Test                                       | Due June 4 <sup>th</sup>      |                                     |
| <input type="checkbox"/> Immunization Records                          | Due June 4 <sup>th</sup>      |                                     |
| <input type="checkbox"/> Cardiology Form/Activity Participation Form   | Due June 4 <sup>th</sup>      |                                     |
| <input type="checkbox"/> CPR/FIRST AID                                 | Due prior to camp if possible |                                     |
| <input type="checkbox"/> Additional Documents that prove Certification | Due May 7 <sup>th</sup>       |                                     |