

# **Dutch Springs Employment Information Checklist**

Go to <http://www.dutchsprings.com/employment/staff-portal/> for links to all forms

## All Employees:

### Filled Out/Submitted Online

- \_\_\_\_\_ Application
- \_\_\_\_\_ Computer and Internet Usage Policy
- \_\_\_\_\_ Employee Information Sheet
- \_\_\_\_\_ Medical Information Document
- \_\_\_\_\_ Online Staff Waiver
- \_\_\_\_\_ Worker's Compensation Notification

### Print Out/Fill out completely and Hand to Andrea

- \_\_\_\_\_ Direct Deposit Authorization Form
- \_\_\_\_\_ I-9 (Employment Eligibility Verification)
- \_\_\_\_\_ Local Earned Income Tax (with local PSD code and rate filled in!)
- \_\_\_\_\_ W-4

### Photocopy and Hand to Andrea

- \_\_\_\_\_ Driver's License or School ID
- \_\_\_\_\_ Social Security Card
- \_\_\_\_\_ Passport
- \_\_\_\_\_ Working Papers (if under 18 yrs old)

## Lifeguard Additional Paperwork:

### Photocopy and Hand to Andrea

- \_\_\_\_\_ Lifeguard Certification (with valid expiration date)

## Dive Professional Additional Paperwork:

### Photocopy and Hand to Andrea

- \_\_\_\_\_ Liability Insurance Information (with valid expiration date)
- \_\_\_\_\_ Scuba C-Cards (freediver, nitrox, instructor, dm or assist, and/or solo)

## Medic Paperwork:

### Photocopy and Hand to Andrea

- \_\_\_\_\_ Medic Certification Document

***You will not get paid until all of the paperwork is returned complete!***

\*Must submit to Andrea by 5pm Sunday night to be included in payroll for that week\*