

2012 Staff Paperwork Checklist New Domestic Staff Members

Winter Address:
14258 Creek Run Drive
Riverview, FL 33579

Fax: 267-350-9134
E-mail: staff@campcanyon.com
Phone: 800-917-1902

List of required documentation for your employment at Camp Canyon (2012)

- 2012 Employment Agreement** - Please print and submit a signed and dated copy to staff@campcanyon.com or by faxing it to 267-350-9134.
- References** - (3 must be submitted) A blank form is provided or references may simply generate a letter - as they see fit.
- Valid Picture ID** (IE: Drivers License, Passport, State ID Card, etc.)
- Additional Form of ID** (i.e. Social Security Number Card or Birth Certificate)
- Disclosure & Authorization Form** - to be completed by Employee
- Health Form Part 1** - Pages 1 and 2 to be completed by Employee.
- Health Form Part 2** - Pages 3 and 4 to be completed by your Physician.
- Medical History Disclosure & Billing Authorization Form** - to be completed by Employee.
- I-9 Eligibility Form** - Form to be completed by Employee upon arrival at Camp.
- W-4 Tax Form** - Form to be completed by Employee upon arrival at Camp .
- Packing List** - General list of things to bring with you to camp.

Schedule of submitting required paperwork

Stage 1 to be submitted by date on contract

- 2012 Employment Agreement** -
- References** - (3 must be submitted) A blank form is provided or references may simply generate a letter - as they see fit.
- Disclosure & Authorization Form** - one copy that you will complete and submit with your contract.
- Valid Picture ID** (IE: Drivers License, Passport, State ID Card, etc.)

Stage 2 to be submitted prior to April 30th 2012

- Health Form Part 1** - complete pages 1 and 2 yourself and send them to camp prior to April 30th 2012
- Health Form Part 2** - have this completed by your local physician and send them to camp prior to April 30th 2012
- Medical History Disclosure & Billing Authorization Form** - complete these forms, sign them and send them to camp prior to April 30th 2012.

Stage 3 When you check-in at camp you will be required to present:

- Valid Picture ID** (Passport)
- Additional Form of ID** (i.e. Social Security Number Card or Birth Certificate)

Forms to be completed at camp

- I-9 Eligibility Form**
- W-4 Tax Form**