

## 2012 Staff Paperwork Checklist Returning Domestic Staff Members

Winter Address:  
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Riverview, FL 33579

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E-mail: [staff@campcanyon.com](mailto: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](mailto:staff@campcanyon.com) or by faxing it to 267-350-9134.
- 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**
- Valid Picture ID** (IE: Drivers License, Passport, State ID Card, etc.)
- Disclosure & Authorization Form** – to be completed by Employee

#### Stage 1 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**