

2012 Staff Paperwork Checklist New International 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) References submitted to CampStaffUSA will automatically be forwarded to Camp Canyon.
- Valid Picture ID** (IE: Drivers License, Passport, State ID Card, etc.)
- Criminal Background Check** – Background checks submitted to CampStaffUSA will automatically be forwarded to Camp Canyon.
- 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 .
- Social Security Application** – 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)
- Valid Picture ID** (IE: Drivers License, Passport, State ID Card, etc.)

Stage 2 to be submitted prior to April 30th 2012

- Criminal Background Check** – obtained from your local police department
- 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)
- DS2019 J-1 Visa Form and I-94 Card** with Immigration Stamp

Forms to be completed at camp

- Social Security Application**
- I-9 Eligibility Form**
- W-4 Tax Form**