



Staff Checklist

(This list includes all steps that must be completed before offer of employment is finalized, and before you will be allowed to begin your employment at camp)

Send all forms to the Director of Administration: admin@camphirock.org

Things you must do/submit before your offer of employment / volunteer offer / international trainee offer is complete:

- Notice and Authorization Concerning Consumer and Investigative Consumer Reports (“**backgroundcheck.pdf**”) (**VERY URGENT!!! – please do this NOW!!!**)
- Local Criminal Background Check (for international staff, if not available through hiring agency (**VERY URGENT!!! – please do this NOW!!!**))
- CORI Request Form (“**coriform.doc**”) (**VERY URGENT!!! – please do this NOW!!!**)
- Central Connecticut Coast YMCA Application for Employment (“**staffapp.pdf**”) (if not already submitted)
- A minimum of **5-years employment history**, or a statement explaining why you have less than 5 years of employment history
- Written Reference #1** (Your references may use the optional “**reference.doc**”)
- Written Reference #2**
- Written Reference #3**
- Interview with Camp Hi-Rock Staff**

Things you must do/submit before you arrive at camp and before you will be put on payroll:

- YMCA Camp Hi-Rock Medical History Form** (including immunizations)
- Medication Administration Release Form** (only for under 18 year olds)
- Physical Examination Form** (may be included on YMCA Camp Hi-Rock medical form)
- Certification Documents** (if applicable)
- Working Papers** (for those who are younger than 18)
- Copy of Driver’s License**
- Signed Job Description**
- Signed Terms of Employment**
- Complete and signed Federal W-4 (Americans only)**
- Complete and signed Massachusetts M-4 (Americans only)**
- Personnel Policy and Code of Conduct Receipt**
- Web Code of Conduct Receipt**
- I-9 form (Americans only)**

All forms needed to complete this checklist have been attached and are available on our website: <http://www.camphirock.org/paperwork.html>

