

# IT'S PAPERWORK TIME!



Everyone has to fill out all of the paperwork described below. Print out and complete it at home and **please deliver it in person at your scheduled drug test.**

You cannot start work until we have received the results of your drug test. Paperwork that is received late will affect your payment schedule.

- **Employees Withholding Allowance Certificate** (W-4) – Fill out completely, date & sign.
- **Massachusetts Employee's Withholding Exemption Certificate** – Fill out completely, date & sign.
- **Employment Eligibility Verification Form** (I-9) – Fill out Section 1 through the Employee Signature & date. *DO NOT WRITE IN SECTIONS 2 & 3.* Documentation is also required, so please supply either a copy of your passport or a copy of your social security card AND a photo ID (driver's license, learner's permit or school photo ID).
- **BENCOR** (FICA Alternative Plan Enrollment Form) - Fill in all the information about you and your beneficiary. Don't forget to sign and date it. *This form is NOT an option, it is REQUIRED!* You will get this money back after you leave the Recreation Department for good.
- **Health Screening Form** – ALL Camp and Lifeguard staff will be required to return a completed medical form. Give this form to your physician to complete. ALL CAMP AND LIFEGUARD STAFF ARE REQUIRED TO HAVE A PHYSICAL EXAM WITHIN THE LAST YEAR AND A NOTE FROM THEIR PHYSICIAN, INSURING THEY ARE IN WELL ENOUGH HEALTH TO PERFORM THE DUTIES OF THEIR POSITION.
- **Summary of the Conflict of Interest Law for Municipal Employees** – Read and sign the last page.
- **Notice to Employees re: Certification as a Seasonal Employer** – Print your name, sign and date it.
- **CORI Form** – All employees must complete a Criminal Offense Record Check form. All employees working with children are required by the State to have a background check. If you are under 18 years, your parent must sign on the line next to your signature.
- **SORI Form** – All employees must complete a Sexual Offense Record Check form. All employees working with children are required by the State to have a background check.

- **CPR/ First Aid** – If you are not certified or if your certification runs out before summer starts, please sign up for a FREE class with us. More information is forthcoming.
- **Drug Test** – ALL employees must complete the drug test. More information to come.

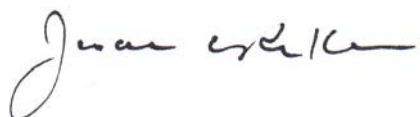
PLEASE NOTE:

- Any offer of employment is conditional upon attending the MANDATORY orientation, which will include sexual harassment training. This year orientation will be on Saturday, June 25, 2016. More information will be available soon.
- All lifeguards must submit copies of current Lifeguard, First Aid and CPR for the Professional Rescuer (or equivalent) certifications.

If you have questions or require additional information, please contact me, Joscelyn Ruelle-Kersker, Assistant Director ([jruelle@beverlyma.gov](mailto:jruelle@beverlyma.gov)) or Bruce Doig, Recreation Director ([bdoig@beverlyma.gov](mailto:bdoig@beverlyma.gov)). We are in the office daily from 8:30am-4:30pm.

We're looking forward to an AWESOME summer!

Sincerely,

A handwritten signature in black ink, appearing to read "Joscelyn Ruelle-Kersker". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Joscelyn Ruelle-Kersker  
Assistant Director  
Beverly Recreation