

## **2010 Employee Documentation Checklist**

The following documents must be completed and submitted to Camp Kingsmont in advance of your arrival in Amherst, MA in June. All except the Background Check (only for residents of States other than Mass) are available hereinafter. Please do not complete and submit these forms unless and until you have been hired to work at camp this summer. Download the forms, fill in the required information and sign each form where indicated.

**2010 Employment Contract (please complete two copies)**

**Health History Form**

**Certificate of Immunization (Mass Dept of Public Health)**

**CORI Request Form**

**Background Check from your local police (only for MA non-residents)**

**Emergency Contact Form**

**Employee's Withholding Allowance Certificate (Federal Form W-4)**

**Employment Eligibility Verification (Federal Form I-9)**

**Massachusetts Employee's Withholding Exemption Certificate (MA Form M-4)**

**Transportation Form**

**Vehicle Authorization Form (only if you will keep a car on campus during the summer)**

**Three (3) Reference Forms**

In addition to the above listed forms, please include a copy of both sides of your health insurance card, a copy of your passport and a copy of your driver's license.

Please complete the required forms, sign where indicated and mail them to:

Camp Kingsmont, 1638 1<sup>st</sup> Place, McLean, VA 22101.

Any questions please call Meghan Roman at 413-835-5690.

