

## MUIRFIELD ASSOCIATION, INC.

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**ALL PAPERWORK MUST BE TURNED IN PRIOR TO ASSIGNMENT.**  
**NO HOURS WILL BE GIVEN UNTIL ALL PAPERWORK IS COMPLETED**  
**AND ON FILE AT THE ASSOCIATION OFFICE!**

*This is YOUR checklist. It is not necessary to turn it in.*

The following is a list of items that **MUST** be submitted to the Muirfield Association office **BEFORE** any hours will be scheduled.

- Application
- Employee Information Form
- I-9 Employment Eligibility Form
- W-4 Form
- Social Security Card
- Photo ID such as a Driver's License, State ID, Passport, Student ID (a Muirfield photo ID card is not an acceptable form of identification)
- Current Certifications for Lifeguarding, CPR, First Aid and WSI
- Work Permit, if applicable
- Parent Permission, if under 18 years old
- Hepatitis Vaccination Form – Consent/Decline
- Phone and Swimsuit Agreement
- Muirfield Association Swimming Pools Employee Guidelines
- Six Employee Handbook Forms:
  1. Statement of Understanding from Employee Handbook
  2. Office Copy of Handbook (the first page of either the Lifeguard or Front Desk and Concession Staff Handbook, depending on the hired position)
  3. Appendix 1
  4. Appendix 2
  5. Appendix 3
  6. Appendix 4