

**Directions:**

**Complete the forms in blue or black ink.** Please write legibly (neatly, clearly). If we cannot read your information, we cannot process your paperwork and you will have employment processing delays. You may have to wait several days before beginning employment and /or you may have errors in your paycheck. Always use your permanent address (your address where you live or your parent's address if you are a College Student.) Always write your name as it appears on your Social Security Card. Do not use nicknames. All documents must match your Social Security Card.

**Directions for completing the Application:**

1. Complete the personal data section.
2. Complete the Education section.
3. Complete the Employment History & References Sections.
4. Complete the Availability Section.
5. Complete the Job Preferences Section by listing which positions you would prefer in numerical order with 1 = first choice.
6. Answer the situational questions. If you need additional space please attach an additional piece of paper.
7. Read the Agreement and Release Form. Sign where it says "Employee Signature," fill in your age and date the form. **(If you are under the age of 18 you will also need the signature of a parent/guardian.)**

**Directions for completing the W-4 Form:**

1. Complete the bottom of the first page only titled: "Employee Withholding Allowance Certificate".
2. Line 1: Fill in your First Name, Middle Initial, and Last Name and fill in your permanent address (not your vacation address).
3. Line 2: Fill in your Social Security Number (SSN) as it appears on your Social Security Card.
4. Line 3: "X" the appropriate box.
5. Line 4: Leave empty.
6. Line 5: Number of allowances you are claiming. Most team members will be claiming "0" (the highest single rate of taxes are taken out which means in most cases you'll get a larger tax return), or "1" (a lower single rate of taxes are taken out which leads to a smaller tax return) or "Exempt" (Claimed in box 7, no taxes are taken out). If you are claiming "Exempt" please leave box 5 empty. **Please consult a parent or guardian when deciding what to claim on your W-4.**
7. Line 6: Leave empty
8. Line 7: If you are a full-time student and are still claimed as a dependant on another person's taxes you may claim "Exempt". Claiming "Exempt" means you are exempt from state and federal taxes, they will not be taken out of your paycheck and there is no tax refund.
9. Please sign where it states "Employee's Signature" and date.
10. Leave the rest of the form empty.

**Directions for completing the Employment Eligibility Verification (I-9)**

1. Complete section 1 ONLY.
2. Line 1: Fill in your Last Name, First Name and Middle Initial
3. Line 2: Fill in your Permanent Address and Date of Birth (DOB)
4. Line 3: Fill in your City, State, Zip Code, Country and Social Security Number.
5. Line 4: "X" the box: "A citizen or national of the United States"
6. Line 5: Sign and date the form.
7. You must submit documents for verification of identity and employment eligibility. Please refer to page 3 of this form for a list of suitable documents. You may submit **one** form of ID from List A (US passport) **or one** form of ID from **List B** (Driver's License, or if you are under the age of 18, a School Report Card) **and one** form of ID from **List C** (Social Security Card or Birth Certificate). Please mail copies of these forms of ID with the rest of your

completed paperwork before the acceptance deadline. If you would prefer to drop the forms off in person, we can make copies for you.

**Working Papers:**

If you are under the age of 18 when you begin working, we must have your working papers on file.

**How to Obtain Working Papers:**

You must get the information and an application from your school guidance office. If you are not attending school or if you apply during vacation, obtain the address of the certificating office from the school nearest your home. You must then complete the application form, which requires:

1. The signature of your parent or guardian,
2. Your birth or baptismal record for proof of age, and
3. A doctor's certificate showing that you are physically fit to work.

**Lifeguards**

Enchanted Forest Water Safari must have copies of all updated CPR and Lifesaving cards for certified lifeguards. We must have them on file before any lifeguard may begin work. CPR cards are valid for 1 year from the completion date and Lifesaving cards are valid for 3 years from the completion date.