

Lower Makefield Township Parks & Recreation



The Pool at LMT – Employment Checklist

PLEASE READ

Please refer to this checklist when completing your employment packet. All forms must be returned to the Community Center by April 23rd, clearances are due by May 10th. Use the drop box next to the front doors.

<input type="checkbox"/> Working Papers – Required for all Minors and 18-year old students still in High School. Contact Pupil Services in the school district you live in. Individuals will not be permitted to work or attend training without Working Papers.
<input type="checkbox"/> W-4 - Complete and return.
<input type="checkbox"/> I-9 –Required for all new employees. Please include 2 forms of Identification, see list on form.
<input type="checkbox"/> Local Service Tax Form - Select #2 if LMT is your only employer, remember to sign the back of form.
<input type="checkbox"/> Local Earned Income Tax Form - Complete and return.
<input type="checkbox"/> PA Child Abuse Clearance - Submit online.
<input type="checkbox"/> PA Criminal History/Motor Vehicle Form - Complete and return.
<input type="checkbox"/> FBI Criminal History Report or Exemption Waiver - Schedule Finger Printing and drop off results at the Community Center. Those who require fingerprinting include: <ul style="list-style-type: none">• Anyone 18 years old and older and if you will be turning 18 prior to July 1st• Minors who have NOT lived in PA for 10 continuous years. Exemptions can be claimed if: <ul style="list-style-type: none">• Minors who have lived in PA for 10 continuous years.
<input type="checkbox"/> Disclosure Statement – All employees complete and return.
<input type="checkbox"/> Worknet Authorization for Examination/Drug Screen - Schedule appointment and take form with you.
<input type="checkbox"/> PA Parental Acknowledgement – Completed by parent for minors under 16 years of age.
<input type="checkbox"/> Direct Deposit Form – Complete and return, highly recommended.
<input type="checkbox"/> Uniform Selection Form – Complete and return.
<input type="checkbox"/> Lifeguard Certification – Lifeguards only, submit current certification once completed, if not already on file.