



2024 – General Employment Forms and Documentation Checklist

Check off when done:

- Signed Employment Agreement** – *Please return within 30 days*
(Agreements are sent individually at the time of hire and not available online.)

Please complete these forms online **BEFORE January 31:**

Voluntary Disclosure Statement (for background check)
Health History Form
Medical Privacy Disclaimer (HIPAA)
Hepatitis B (OSHA)

Please submit these additional items **ASAP (BEFORE April 1)**

- Health Physical Form (for completion by physician – not needed if there is one on file at Camp Nejedada from the last 5 years)
- Three (3) Letters of Reference
(All staff, along with returning staff if not already on file)
- Immunizations List (only needed upon initial hire at Camp Nejedada with annual update as additional immunizations are acquired)
- Copy of Health Insurance Card (both sides)
- Copy of Prescription Card (if different & copy both sides)

Please bring these with you when you come to camp:

- Form I-9 AND Supporting Documents*
**Camp Nejedada is required by law to SEE the original documents.*
- Completed Form W-4

All forms must be submitted **BEFORE** you can be paid.

Completing all paperwork and Canvas assignments is REQUIRED, or you will be considered a Volunteer until your paperwork has been completed.

Any questions, contact Camp Nejedada: information@campnejeda.org, 973-383-2611