



2021 EMPLOYMENT CHECKLIST

Please use this checklist to ensure that all of your application materials are complete to apply for a job and if hired, to keep track of all the employment forms needed to work. This form is for your use; you do **not** need to return it to Summer Programs.

TO APPLY – Please complete the following:

Online Application (at www.summeratpotomac.org) Click “Our Staff” in tool bar and then click on APPLY NOW picture.

- complete the application that pertains to you (NEW, or RETURNING). Carefully review all information prior to clicking “submit”
- print your completed application for your records

NEW APPLICANTS: Submit THREE Recommendation Forms to The Summer Programs Office (Mandatory)

- please write your name in the applicant's space and give forms to two people who know you well. We suggest you supply a pre-addressed, stamped envelope so the person can send completed form directly to:

**Mimsy Stirn
Director of Auxiliary Programs
The Potomac School Summer Programs
1301 Potomac School Rd.
McLean, VA 22101**

- resume (if you have one)

Optional Materials

- other letters of reference
 - other information that you would like Summer Programs to have when making its employment decisions
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ONCE HIRED AND CONTRACT SIGNED

All employment forms will be filled out and submitted through The Potomac School's HR/payroll system called PAYCOM. Once you return your contract to Mimsy Stirn in the Summer Programs Office, you will get an email from Shveta Khullar, Potomac's Human Resource Manager, with Paycom onboarding instructions. You will use your Paycom portal to complete all paperwork needed for employment. All materials must be completed and submitted by **May 15, 2021**.

Background Check Forms:

- Intellicorp Form (if under 18, both you and parent must sign)
 - Central Registry Form (needs notarizing in HR office – bring ID)
 - VA State Police Waiver (SP325) (original to HR Office)
 - Fingerprinting done at a Fieldprint site (information will be on PAYCOM)
- Direct Deposit Form** [make sure your bank routing and checking account numbers are correct to insure you get paid]
- Emergency Contact Information:** updated each year (if under 18, both you and a parent must sign)
- I-9 Employment Form:** Form requires proof of ID which must be presented in person to HR office. (Acceptable forms of ID found on page 3 of I-9 form)

Two Tax Forms:

- State Tax Form – please fill out the form where you currently reside (VA, DC or MD)
 - Federal Tax Form (W-4)
- Tuberculosis Screening or Test** (This screening can done by the camp nurse at orientation if you don't have proof of test)

IF APPLICABLE TO YOUR JOB FUNCTION:

- Proof of CPR/First Aid Certification (if applicable) (only needed for counselors taking campers off-campus)
- Proof of Lifeguard Certification: for Lifeguard/Swim Instructors Only