



## Congratulations!

**You have been selected to work as a part-time employee with the Department of Leisure, Family, and Recreation. To complete the hiring process, please complete the necessary steps outlined below.**

### MANDATORY

- √ Initial Application
- √ Application Authorization "Form A"
  
- Post Job Offer Physical Profile – complete and sign
  - **You must list the three dates of your Hepatitis B vaccine series on this form, or complete the Hepatitis B Declination Form**, for your application to be processed.
- State of CT W4 Tax Form – print, complete, and sign
- Federal W4 Tax Form – print, complete, and sign
- Employment Eligibility Verification Form I-9
  - Please print and only complete and sign the section labeled Employee Information and Attestation on page 1; the bottom section of page 1 and all of page 2 will be completed by the office. **You must provide a copy of your license/ID with picture and a copy of your social security card.** Please note that we cannot put you on payroll without a copy of your social security card.
  
- Copy of Valid Driver's License
  - If you do not have a valid driver's license, please attach your school photo ID card or a valid passport.
- Copy of Social Security Card
  - If you do not have your social security card, then you must attach a letter from the Social Security Administration stating that you have applied for a new card. Please note that this is required for Payroll as well.
  
- Direct Deposit Authorization Form
  - You must attach either a voided check, bank letter confirming routing and account number, or the top portion of a bank statement that includes your account number, in order for this form to be processed.

Packets may be mailed or returned in person\* to:

- Main Recreation Office at Center Springs Park, 39 Lodge Drive

Please call your respective supervisor, or you can contact Alysia Dumais at 860-647-3085, if you have any questions.



presented by

**Department of Leisure, Family and Recreation**

41 Center Street ▪ 647-3084 ▪ [reconline.townofmanchester.org](http://reconline.townofmanchester.org)