



## Congratulations!

**You have been chosen 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 – complete and sign
- Federal W4 Tax Form – complete and sign
- Employment Eligibility Verification Form I-9
  - Please 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 you cannot be put 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 necessary for Payroll. You will then be required to submit a copy of your new social security card upon receipt.

### OPTIONAL

- 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, for this form to be processed.

**Please call your respective supervisor, or you can contact Melanie Vassilopoulos (Senior Administrative Secretary) at 860-647-3085, if you have any questions.**



presented by

**Department of Leisure, Family and Recreation**

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