

NORMANDY BEACH IMPROVEMENT ASSOCIATION

EMPLOYMENT APPLICATION INSTRUCTIONS

In order to be considered for employment with Normandy Beach Improvement Association (NBIA) you must complete the following forms in their entirety. All forms are available through the NBIA web-site (nbianj.org). Please read all the instructions before completing the forms.

1. NBIA Application for Employment
2. Release Authorization and Fair Credit Reporting Disclosure
3. NBIA Physical Examination (Lifeguards Only)
4. W-4 (Federal Requirement)
5. I-9 (Federal Requirement)
6. Employment Agreement for the position you are applying for

NOTE: All applications must be printed legibly. Signatures are required where noted on the forms. Please use blue or black ink. Incomplete forms will not be accepted.

1. **NBIA Application for Employment** – Complete each page in its entirety for pages 1 – 3. If a section of the form is not applicable, please note so on the form. You **MUST** include your social security number in the first section of the application. Off-season contact information refers to your winter address. This is the address that your last check will be mailed to if necessary and where your W-2 for tax purposes will be mailed in January. Summer contact information refers to your local address during the time you will be working for NBIA.

Please note that if you live in Normandy Beach all year you need to check with your parents to find out what your mailing address is. If you have mail delivered to a post office box then your address is Normandy Beach, 08739. You can only use this if you have a PO Box at the local post office, otherwise you have a different mailing address and you will need to check with your parents as to what the actual mailing address is for you.

Remember to sign and date the form when you have completed pages 1 -3.

2. **Release Authorization and Fair Credit Reporting Disclosure** – This form is required in order for NBIA to complete a background check for hiring purposes. You must complete all the information that is being asked for except for drivers' license number. That information is required of maintenance applicants and life guard applicants only.

You must include your social security number and your **PERMANENT** address. This would be the address that is on your drivers' license, if you have one, or learners' permit. You must include the city and zip code.

If you are under 18 years of age this form is not required. If you are 18 or older, you (applicant) must sign the form.

3. **Physical Examination** – This form is required for Lifeguard applicants only and must be signed on page 2 by the physician or nurse performing the physical.
4. **W-4** – You must complete a W-4 for tax purposes. This information is provided to the payroll company. Instructions on how to complete it are on the form.

The address that you include on the form MUST be the address where you want your W-2 mailed to in January. It is NOT the address you spend the summer at unless it is your residence year round.

You must include your Social Security number and remember to sign and date the form. Discuss with your parents on how to complete lines 5 -7.

5. **I-9** – You must complete this form. Read the instructions carefully and review the list of acceptable documentation. **You will be required to attend a mandatory staff meeting on Friday, June 23 at 7:00 pm at the Bay Beach House to provide the acceptable documentation.**
5. **Employment Agreement** – By completing this form you agree to be available to work for the 10 week season (7 weeks for Rec Program).

All completed forms should be mailed to:

NBIA
P.O. Box 698
Normandy Beach, NJ 08739

If you have any questions you can contact us via the web-site.