



## Field Staff Paperwork Checklist

Year: \_\_\_\_\_

Full Name: \_\_\_\_\_

Preferred Name or Nickname: \_\_\_\_\_

Preferred Pronouns: \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email: \_\_\_\_\_

Address (to send tax forms): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Social Sec. Number \_\_\_\_\_

Food Restrictions: \_\_\_\_\_

Allergies: \_\_\_\_\_

Are you a student? \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

Relationship to You: \_\_\_\_\_

### INSTRUCTIONS

Please neatly complete this coversheet and place your paperwork in the order it is listed below. Scan and upload on the link provided or mail all paperwork to: DHE, PO Box 180, Mancos, CO 81328. Thank you!

- Child Abuse and Neglect Reporting Form
- Personal Medical Form
- Safety Contract
- Workers Comp Policy Form
- I-9
- I-9 Identification (often a social security card or passport copy)
- W-4 (Use address you wish DHE to mail you end of year tax documents)
- Fingerprint Card (new staff only)
- Background Investigation Form (For those with a CO drivers license only)
- Drivers License Copy
- First Aid (WFR or higher) copy
- CPR copy
- River Guide License or Application (if applicable)
- Bio (emailed or online submission)
- Photo (emailed or online submission)
- Signed Contract