

# Ship Bottom Beach Patrol - Required Application Documents

## Returning Lifeguard Checklist

- Online Application - Google Form
- Physical (specific form on website) - Upload to Drop Box
- Employee Sign Off Sheet for Anti-Workplace Harassment Training Videos (videos and form on website) - Upload to Drop Box
- Working Papers (only if under 18) - Must bring to swim test to have employer section filled out
- Copy of Driver's License (only if you operate beach vehicles) - Upload to Drop Box
- Driver's License Abstract/Driving Record (only if you operate beach vehicles and have a license from out of state. If you have a New Jersey license, do not do this.) - Upload to Drop Box
- Background check (only for 18 and older) - fill out paperwork at Borough Hall

## New Lifeguard Checklist

- Online Application - Google Form
- Physical (specific form on website) - Upload to Drop Box
- Employee Sign Off Sheet for Anti-Workplace Harassment Training Videos (videos and form on website) - Upload to Drop Box
- Working Papers (only if under 18) - Must bring to swim test to have employer section filled out
- W-4 Form - Upload to Drop Box
- I-9 Form and Supporting Documentation - Upload to Drop Box
- Background check (only for 18 and older) - fill out paperwork at Borough Hall
- In some circumstances
  - Copy of Driver's License (only if you operate beach vehicles) - Upload to Drop Box
  - Driver's License Abstract/Driving Record (only if you operate beach vehicles and have a license from out of state. If you have a New Jersey license, do not do this.) - Upload to Drop Box

## Beach Badge Checker Checklist

- Online Application - Google Form
- If contacted about an interview and offered employment, the following documents will need to be uploaded to a secure Drop Box link
  - W-4 Form (new hires only) - Upload to Drop Box
  - I-9 Form and Supporting Documentation (new hires only) - Upload to Drop Box
  - Working Papers (only if under 18 - includes out of state residents)
  - Employee Sign Off Sheet for Anti-Workplace Harassment Training Videos - Upload to Drop Box
  - Background check (only for 18 and older) - fill out paperwork at Borough Hall