

# [Employment Forms](#)

All forms needed for employees can be downloaded from this page.

- Lifeguards, Front Desk, Snack Bar workers: Please fill out forms and bring them to the Orientation meeting.
- Swim/Dive/Tennis Coaches: Please fill out forms and bring to your first day of work.

If you have questions, please email [vp-personnel@chesterbrookclub.com](mailto:vp-personnel@chesterbrookclub.com)

## **CHESTERBROOK FORMS**

**Policy and Procedure Manual - [CST Employee Handbook](#)**

**Policy and Procedure Acknowledgement - [CST Policy and Procedures Acknowledgement Form](#)**

**Emergency Contact Form - [CST Emergency-contact-form](#)**

**Direct Deposit Form - [CST Direct deposit authorization](#)**

**Uniform Order Form - [CST Staff Uniform Order Form](#)**

**Lifeguard Training Information - [Blended Lifeguard Training and Syllabus](#)**

## **TAX FORMS**

**Federal W-4 - [Fedw4](#) - Please fill this out online, print, sign and return to orientation**

**Federal I-9 - [I-9](#) - Please fill in Section 1 and Section 2. Do not fill out employer representative. Print, but DO NOT SIGN.**

**Virginia Va-4 - [va4](#) - Please fill this out online, print, sign and return to orientation.**

## **VIRGINIA INTENT TO EMPLOY - EMPLOYEES UNDER AGE 16**

**This process is now all online. It is a 4 step process as follows:**

- 1. Click here - <https://vaeecs.doli.virginia.gov/vaeecs/> - and complete the Youth Registration. You will receive an email with your Youth ID.**
- 2. Email your Youth ID to [dataweb@chesterbrookclub.com](mailto:dataweb@chesterbrookclub.com) along with a copy of your birth certificate.**
- 3. We will email you when we have completed the employer portion**
- 4. Complete the Parent Guardian Registration**