

[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

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 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**