



## NSAA EMPLOYEE PACKET

Welcome to the Nordic Skiing Association of Anchorage! NSAA has developed an employee packet to help you with the necessary hiring forms.

### **The following documents will be provided to you:**

- NSAA Application (if not already completed)
- Job Description (if applicable)
- Employee Handbook (will be sent electronically)
- Employee Handbook Acknowledgement (also last page in Handbook)
- Form W-4: Employee Withholding Allowance Certificate
- Form I-9: Employment Eligibility Verification
- Direct Deposit Form
- NSAA Confidentiality Agreement
- Background Screening Instructions (required if 18 years old and older)
- DOL Minor Work Permit (required if under the age of 18)
- Credit Card authorization (if applicable)

### **Please return the following documents to the NSAA Office:**

- 2 Forms of identification (driver's license, passport, permit, ID card, birth certificate)
- Employee Handbook Acknowledgement
- Form W-4
- Form I-9
- NSAA Confidentiality Agreement
- Direct Deposit Form

If you have any questions, please direct them to the NSAA Business Manager at 992-0108 or [business@anchoragenordicski.com](mailto:business@anchoragenordicski.com). We are excited to have you join NSAA!