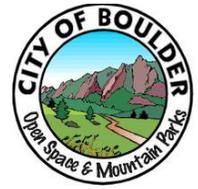


JUNIOR RANGER HIRING

Checklist Guide



Welcome to the City of Boulder!

Before you begin employment, you must complete the Hiring Process. Please use this checklist as a guide to ensure completion of all requirements. If you have any questions or need assistance, please contact Human Resources.

HOURS	ADDRESS	CONTACT
Monday-Friday 8am-5pm <i>(Extended hours will be available for scheduled Hire Appointments)</i>	3065 Center Green Drive Boulder, CO 80301	303-441-3070 hr@bouldercolorado.gov

Schedule Your JR. Ranger Hire Appointment

Use our online calendar to schedule your appointment:

<https://www.timetrade.com/book/C6JWC>

Complete Section 1 of your I-9 using to online I-9 Express

Complete Section 1 of your I-9 using the website listed below. This site will provide a list of which **original** identification document(s) **you must present for verification** at your Jr. Ranger Hire Appointment.

<http://www.newi9.com/>

Employer Code: 17463

Complete Junior Ranger Paperwork

Your **Junior Ranger paperwork packet** is attached to your Welcome email and is also available at [this link](#). Please print this packet and complete before bringing to your appointment. You may also complete these forms during your appointment, but please allow 20-30 minutes for completion.

Paperwork to Complete in Packet:

- PERA Enrollment Form:** As a Colorado public employee, you will become a member of the Public Employees' Retirement Association (PERA). Through PERA, you will pay 8% into a pension rather than Social Security. Enrollment is not optional and the form must be completed even if you already are or were a PERA member. Please use this form to also name your beneficiaries. Once you have left CO public employment, you may maintain or transfer the account as tax-deferred or close your account and withdrawal the payments you have made. Early withdrawal, however, will receive a tax penalty. (www.copera.org)
- Statement Concerning Employment Not Covered by Social Security:** Please read and sign this statement.
- Oath of Employment:** This must be signed by all City of Boulder employees.
- Direct Deposit Form:** Direct Deposit is the only option to receive your paycheck. Please complete this form and also bring a voided check or deposit slip for verification.
- Emergency Contact Form**
- W-4:** Please complete lines 1-7 of the bottom portion. By law, HR is unable assist you with claiming your tax deductions. If you are unsure of how to complete this form, please review the instructions and use the worksheets provided or speak to a tax advisor.

What to Bring to Your Junior Ranger Hire Appointment...

<input type="checkbox"/> Acceptable I-9 Document(s) for Verification	Appointment Time and Date:
<input type="checkbox"/> Completed Jr. Ranger Forms	
<input type="checkbox"/> Voided Check or Deposit Slip for Direct Deposit	