



## ADMINISTRATIVE SERVICES

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ANACORTES, WA 98221-0547  
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Dear Student Recreation Assistant,

Please complete the attached forms and return to the Parks & Recreation Department or Human Resources. Please check below when all forms are completed:

\_\_\_ City of Anacortes on-line Employment Application

\_\_\_ Parent/School Authorization – This form must be renewed by September 30<sup>th</sup> each year

Note: This requires a school official during school months and parent signature.

\_\_\_ W-4 for tax withholdings

\_\_\_ Emergency Contact Information

\_\_\_ I-9 for employment eligibility ID Documents. Complete section 1 only.)

\_\_\_ Students who are ages 14 or 15 will earn 85% of minimum wage. Students age 16+ will earn minimum wage.

\_\_\_ Direct Deposit form.

\_\_\_ Dustin and Travis will instruct you how to complete timesheets for payroll processing.

\_\_\_ If you or your parents have any questions, please contact Human Resources at (360) 299-1970 or [barberl@cityofanacortes.org](mailto:barberl@cityofanacortes.org). You may also stop by the Human Resources or Parks offices located at City Hall located at 904 6<sup>th</sup> Street if you have any questions.