



## New Hire Form

Equal access to programs, services, and employment is available to all persons, regardless of race, national origin, religion, gender, age, disability or other protected status. If you require reasonable accommodation to complete this form, please contact the Valley School office

Social Security # \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip Code

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Gender: Male \_\_\_ Female \_\_\_ Mobile Text? Yes \_\_\_ No \_\_\_ Email? Yes \_\_\_ No \_\_\_

Are you legally eligible for employment in the United States? Yes \_\_\_ No \_\_\_

Allergies/Medical Conditions: \_\_\_\_\_  
\_\_\_\_\_

### Emergency Contacts

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

- I certify that the facts contained in this form are true and complete to the best of my knowledge. I understand that any false statement, omission or misrepresentation on this or any other document is sufficient cause for dismissal, no matter when discovered by my Employer, The Valley School.
- I understand and agree that nothing contained in this form is intended to create an employment contract. I further understand and agree that my employment is "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either The Valley School or myself.
- I acknowledge that I have access to, have read and agree to abide by rules, policies and procedures described in



online The Valley School Employee Handbook. I understand that The Valley School retains the right to revise its policies or procedures, in whole or in part, at any time.

- I further understand that the Valley School shall have no obligation or liability to pay to or otherwise compensate me for any amounts other than for those hours that I have worked.
- I understand that I shall indemnify, defend, and hold harmless “The Valley School” and its agents, successors, and assigns, from and against any claim, liability, damage or expenses, including attorney’s fees, that The Valley School may incur relating to, or arising out of the negligence or fault of the Employee/Indemnitor existing by reason of The Valley School’s referral of the Employee/Indemnitor or in connection with the Employee/Indemnitor performing babysitting, or other related services, outside of The Valley School’s location and which occurs under no control, direction, or supervision of The Valley School.
- I agree that all work-related injuries and/or illnesses which are sustained by me are covered by state workers’ compensation statutes, and to not circumvent such state workers’ compensation statutes. To the extent permitted by law, I hereby waive and forever release any rights I may have to make claims or bring suit against The Valley School for damages based upon injuries/illnesses which are covered under such state workers’ compensation statutes.
- I understand that The Valley School will provide school closings and emergency information utilizing my email and mobile phone text messages.
- I certify that I will within the next week create or update my NJCCIS NJ Workforce Registry account to indicate my current employee association with the Valley School.
- I understand that personal cellular telephones must be turned off or set to a silent alert during working hours while on The Valley School premises and that employees are prohibited from using cellular telephones to text message during working hours while on The Valley School premises.
- I acknowledge that I have read and understand the Valley School Social Media Policy in the Employee Handbook.
- I understand that within the next two weeks I must complete the Valley School online Annual Orientation Training which includes: Supervising and Tracking Children, Valley School Operations, Policies and Procedures, Group Size Limits & Primary Caregiver Responsibilities, Recognizing and Reporting Child Abuse or Neglect, Evacuating the Valley School/Using Fire Alarms/Emergency Procedures & Lockdown, Implementing the Valley School’s Release Policy, Implement the Valley School’s Discipline Policy, Health Practices Including Medication Administration, Responding to Symptoms of Illness, Safe Sleep Practices to Prevent SIDS, Preventing Shaken Baby Syndrome and Abusive Head Trauma, Recognizing and Responding to Injuries & Emergencies Including the Prevention of and Response to Food-Related Allergies and Other Allergic Reactions, Including Children with Special Needs into the Valley School’s Program.
- I understand as an employee of The Valley School, I acknowledge that I must comply with a number of state and federal laws, which regulate the handling of confidential and personal information regarding both customers and its other employs. These laws may include but not limited to FACTA, HIPPA, the Privacy Act, Gramm/Leach/Bliley, ID Theft laws (where applicable), Trade Secret Protection, and Implied Contract Breach.
- I understand that I must maintain the confidentiality of all documents and personal information of any type including but not limited to salary, incident, accident, medical reports, parent and children’s information and that such information may only be used for the intended business purpose. Any other use of said information is strictly prohibited. Additionally, should I misuse or breach and personal information of said customers and or employees, I understand I will be held fully accountable both civilly and criminally, which may include, but not limited to, federal and State fines, criminal terms, real or implied financial damage incurred by customers, employees or the company.

Employee’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only:**

Hire Date: \_\_\_\_\_ Classroom: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

Job Title: \_\_\_\_\_ Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_