Once Hired

1. You will need to bring the following information to fill out your Employee Paperwork.
2. Must have all paperwork correctly filled out before scheduled for Employee Orientation
3. Must Attend Employee Orientation before scheduled for Department Orientation.
4. Must attend Department Orientation before put on a regular schedule to begin work (First day of work may be your Department Orientation)

Direct Deposit Form:

Cataloochee pays by Direct Deposit so you will need a checking account.

Once an account is opened, you will need to bring HR one of the following :

- Blank Check- We will write VOID in big letters across the check to keep in your file.

  OR

- Letter from your bank with a routing number AND checking account number on it.

W-9 and North Carolina State Tax Forms:

You will need:

1. Social Security Number
2. Know the county you live in

I-9 (E-verify is required by the State of North Carolina)

MUST HAVE PHOTO ID FOR E-VERIFY NO EXCEPTIONS

(Please Remember MUST Have Photo ID for E-verify regardless of non-photo options in List B)

Click here for "Lists of Acceptable Documents"

All identification must be valid and in its original form. Photocopies are not acceptable.

Working Papers for 17 and Under ONLY

Information needed to fill out online:

Company:	Cataloochee Ski Area
Phone:	828-926-0285
Address:	1080 Ski Lodge Road
City/State/Zip:	Maggie Valley, NC 28751
County:	Haywood
Business:	Amusement/Recreation

Does this business have an ABC On-Premises permit? Yes

Print out, you sign and date and your parent must sign and date.

Bring to HR to sign, date and file.

Click here for NClabor.com