



Welcome from the Office of Human Resources!

New Hire Forms for Administrators

As a condition of employment, new hires are required to submit the following documents and information as soon as possible to the hiring administrator or respective hiring department in order to meet Board deadlines and confirm start date.

1. Tuberculosis Forms – Please complete forms and attach a copy of a current tuberculosis certificate, no older than four (4) years.
2. Request for Live Scan Form – Complete the live scan form and read [State of California instructions](#) for fingerprinting. Return copy to the Office of Human Resources. If you are out of state, please contact noted Human Resources' person below.
3. [Department of Homeland Security's Employment Eligibility Verification \(I-9\) Form](#) – Complete the linked form with Hiring Administrator or designee showing original identification for proof of eligibility to work in the United States.
4. CALSTRS Retirement System Elections (for CalSTRS job or as permissible).
5. Statement Concerning Your Employment in a Job Not Covered by Social Security (Academic Administrators only).
6. CalPERS Retirement System Forms.
7. Oath of Allegiance - Please have the Administrator who is involved in your hiring, or designee, administer the Oath or Affirmation of Allegiance. (See Board Policy 7120)
8. Tax Forms: Federal [W-4 Form](#) (Employee's Withholding Certificate) and State [DE-4 Form](#) (Employee's Withholding Allowance Certificate): Per Federal Guidelines, both forms must be filled out and submitted.
9. Confidential Personal Information Form - This information is used in preparing mandatory state and federal statistical reports. The form will remain confidential in the Office of Human Resources.
10. Retirement Information Form.
11. Salary Warrant Delivery Request - Please check the method you would prefer to receive your monthly salary warrant.
12. Direct Deposit Form.
13. Designation of Beneficiary for Deceased Employees.
14. Request for Sick Leave Transfer.

When the Office of Human Resources receives the completed new hire forms, they will process for Board of Trustees approval and confirm start date with hiring administrator or designee.

INFORMATIONAL ITEMS: The following notices are being provided to you as mandated by State and/or Federal law. Please retain for reference:

- Board Policy 3430: Prohibition of Harassment
- Chabot-Las Positas Community College District 403(b) and 457(b) Plan Highlights
- Equal Employment Opportunity Compliance Notice
- Employee Rights and Responsibilities Under the Family and Medical Leave Act (FMLA)
- Health Reimbursement Arrangement (HRA)
- New Health Insurance Marketplace Coverage Options and Your Health Coverage
- Workers' Compensation Information for New Hires

If you have any questions, please contact the Office of Human Resources, [Jennifer Druley](#), at (925) 485-5240.