



## Welcome from the Office of Human Resources!

### New Hire Forms for Faculty Employees (Instructors, Counselors, Librarians)

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

1. Tuberculosis Certificate Forms – Please complete form and attach a copy of a current tuberculosis certificate, no older than four years.
2. Request for Live Scan Form – Complete live scan forms 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 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 Form
5. Statement Concerning Your Employment in a Job Not Covered by Social Security
6. Initial Placement on the Faculty Schedule for New Contract or Temporary Leave Replacement Faculty
  - a. Verification of Work Experience
7. Oath of Allegiance - Please have the Administrator, 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. Deferred Pay Option
15. Request for Sick Leave Transfer
16. Official Transcripts [sealed]

INFORMATION 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 Opportunity Compliance Notice
- Employee Rights and Responsibilities Under Family and Medical Leave Act (FMLA)
- Health Reimbursement Arrangement (HRA)
- New Health Insurance Marketplace Coverage Options and Your Health Coverage
- Public Service Loan Forgiveness (PSLF) Program
- Workers' Compensation Information for New Hires
- CLP Faculty Association Welcome Letter and Membership Enrollment Form

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

If you have any questions, please contact the Office of Human Resources, Megan McClain, at (925) 485-5269.