



## Welcome from the Office of Human Resources!

### New Hire Forms for Short-Term Employees

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

1. [Short-Term Employment Application Form](#).
2. Tuberculosis Forms – Please complete forms and attach a copy of a current tuberculosis certificate, no older than four (4) years.
3. Request for Live Scan Form – Complete live scan form and read [State of California instructions](#) for fingerprinting. Return copy to the Office of Human Resources.
4. [Department of Homeland Security's Employment Eligibility Verification \(I-9\) Form](#) – Complete form with Hiring Administrator or designee showing proof of identification and eligibility to work in the United States.
5. Statement Concerning Your Employment in a Job Not Covered by Social Security.
6. Oath of Allegiance Form – Please have the Administrator who is involved in your hiring administer the Oath or Affirmation of Allegiance. (See Board Manual, Policy 7120)
7. 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.
8. Confidential Personnel 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.
9. Retirement Information Form.
10. Salary Warrant Delivery Request – Please check the method you would prefer to receive your monthly salary warrant.
11. Direct Deposit Form.
12. Designation of Beneficiary for Deceased Employees.
13. Retirement Services.
  - [PARS - Alternate Retirement System for Part-time Employees](#) [mandated]

#### INFORMATIONAL ITEMS:

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

When the Office of Human Resources receives the completed hiring documents, 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, [Kaitlyn Lundell](#) at (925) 485-5506.