



## Welcome from the Office of Human Resources!

### New Hire Forms for Classified Employees (Classified, Confidential, Supervisory)

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

1. Personnel Action Form (PAF) – *to be completed by the Hiring Administrator only*
2. Classified Staff Employment Application and Reference Check Forms (*hiring administrator to attach already submitted form*)
3. Receipt of Classified Employment Forms
4. Oath of Allegiance - Please have the Administrator who is involved in your hiring, or designee, administer the Oath or Affirmation of Allegiance. (See Board Manual, Policy 7120)
5. Tuberculosis Certificate Information Form – Please complete form and attach a copy of a current tuberculosis certificate, no older than four (4) years.
6. 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.
7. 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.
8. Retirement Information Form.
9. Salary Warrant Delivery Request - Please check the method you would prefer to receive your monthly salary warrant.
10. Direct Deposit Form
11. Designation of Beneficiary for Deceased Employees
12. Fingerprint Live Scan Form – Complete live scan form and read [State of California instructions](#). Return copy to the Office of Human Resources. If you are out of state, please contact noted Human Resources person below.
13. [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.
14. CalPERS Reciprocal Self-Certification, Intent to Establish Reciprocity Forms and Privacy Notice
15. Deferred Pay Form *for less than 12-month Employees* [optional]
16. Request for Sick Leave Transfer

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

- Equal Opportunity Compliance Notice
- Prohibition of Harassment (BP 3430)
- Family and Medical Leave Act (FMLA)
- Chabot-Las Positas Community College District 403(b) and 457(b) Plan Highlights
- Statement Concerning Your Employment in a Job Not Covered by Social Security (*for Classified less than .5 FTE (50%)*)
- Health Reimbursement Arrangement (HRA)
- Health Insurance Marketplace Coverage Options and Your Health Coverage.
- Workers' Compensation Information for New Hires

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

For questions and assistance in completing your new hire forms regarding Classified positions, please contact [Joy Iwashimizu](#) (925) 485-5269. For questions and assistance in completing new hire forms regarding Confidential or Supervisory positions, please contact [Kaitlyn Bowden](#) at (925) 485-5506.