



## Welcome from the Office of Human Resources!

### New Hire Forms for Professional Expert Employees

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 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 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 form with Hiring Administrator or designee showing original identification for proof of eligibility to work in the United States.
4. Oath of Allegiance Form – Please have the Hiring Administrator sign or designee administer the Oath or Affirmation of Allegiance. (See Board Policy 7120)
5. 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.
6. 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.
7. Retirement Information Form.
8. Salary Warrant Delivery Request Form – Please check the method you would prefer to receive your monthly salary warrant.
9. Direct Deposit Form.
10. Designation of Beneficiary for Deceased Employees.
11. Retirement Service:
  - [PARS - Alternate Retirement System for Part Time Employees](#) [mandated]
12. Request for Sick Leave Transfer Form.

#### INFORMATIONAL ITEMS:

- Board Policy 3430: Prohibition of Harassment
- Chabot-Las Positas 403(b) and 457(b) Envoy Plans
- 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 or designee.

For questions, please contact the Office of Human Resources, [Jennifer Hanna](#) at (925) 485-5238.