



## Welcome from the Office of Human Resources!

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



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

1. [Part-time Faculty Employment Application](#).
2. Tuberculosis Forms – Please complete forms and attach a copy of a current tuberculosis certificate, no older than four 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. If you are out of state, please contact noted Human Resources person below.
4. [Department of Homeland Security's Employment Eligibility Verification \(I-9\) Form](#) – Complete linked form with Hiring Administrator or designee showing proof of identification and eligibility to work in the United States.
5. Acknowledgement of CalSTRS Membership Information ([Summary of Three Retirement Options](#)).
6. CalSTRS Retirement System Elections Form – [ES0350 Form](#) and [CB 533 Form](#).
7. Statement Concerning Your Employment in a Job Not Covered by Social Security.
8. Initial Placement on the Salary Schedule of Part-time Faculty. ([Verification of Work Experience](#))
9. Oath of Allegiance - Please have the Administrator, or designee, administer the Oath or Affirmation of Allegiance. (See Board Manual, Policy 7120)
10. 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.
11. 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.
12. Retirement Information Form.
13. Salary Warrant Delivery Request - Please check the method you would prefer to receive your monthly salary warrant.
14. Direct Deposit Form.
15. Designation of Beneficiary for Deceased Employees.
16. Request for Sick Leave Transfer Form.
17. Provide Official Transcripts [sealed]. - Any degrees earned outside the United States must have an official US evaluation (course by course) of the transcripts and must be submitted with the application. The US evaluation must be done by a member of the NACES (<https://www.naces.org/members>).

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 Opportunity Compliance Notice
- Employee Rights and Responsibilities Under the Family and Medical Leave Act (FMLA)
- 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 Membership Form and Welcome Memo

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 administrators. If you have any questions, please contact [Jennifer Hanna](#) in the Office of Human Resources at (925) 485-5238.