



Upon New Hire, the college personnel office must check off documents received and forward to Human Resources with the New Hire packet.

Campus Personnel: Please print or type and ensure all information is provided as omissions can delay processing.

Last Name _____ First Name _____ Middle Name _____ Suffix _____

Class Code # _____ Class Code Title _____ Employee ID # _____ Date of Birth _____

ACADEMIC	CLASSIFIED
Official Transcripts	Request for Live Scan*
Verification of Employment^	Information Certification (HR -1)
District Employment Application (faculty)	Resume
Request for Live Scan *	Personal Data Self - Disclosure (HR - 2)
Information Certification (HR -1)	Oath of Allegiance /Support (HR - 3)
Resume	Report of Convictions (HR- 4)*
Personal Data Self - Disclosure (HR - 2)	Employment Eligibility Verification (1 - 9)*
Oath of Allegiance /Support (HR - 3)	Tuberculosis Risk Assessment (TCB-01)**
Report of Convictions (HR- 4)*	Condition of Employment Pursuant to CANRA Form
Employment Eligibility Verification (1 - 9)*	Acknowledgment of Employment Conditions, SFP
Tuberculosis Risk Assessment (TCB-01)*	Health Status Statement (HR - 22)**
Condition of Employment Pursuant to CANRA Form	
Acknowledgment of Employment Conditions, SFP	
Medical Examination Certification (HR - 21)**	

Notes:

UNCLASSIFIED
Request for Live Scan*
Information Certification (HR -1)
Resume
Personal Data Self - Disclosure (HR - 2)
Oath of Allegiance /Support (HR - 3)
Report of Convictions (HR- 4)*
Employment Eligibility Verification (1 - 9)*
Tuberculosis Risk Assessment (TCB-01)**
Condition of Employment Pursuant to CANRA Form
Unclassified Terms of Employment (HR-23)
Certification of Receipt of Student/ Unclassified Employee Handbook (HR - 300HRK)

Notes:

All new hire documents received from the employee have been checked off on this form and forwarded to the Educational Services Center Human Resources Department.

College Personnel Office Signature:	Print Name and Title:	Date:
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Not all documents are required for all employees. Absence of a particular document does not indicate that it is missing. Personnel records may be legally maintained in paper or electronic format. Human Resources utilizes numerous filing systems, including but not limited to, the main personnel file, the medical file, the I-9 file, and the Employer-Employee Relations file which are maintained separately. We give special consideration to where and how our files are maintained, limiting access to only those with a need to know and protecting applicants and employees from discrimination, identity theft, breach of privacy, and Health Insurance Portability and Accountability Act (HIPAA) violations.

*Indicates that the document is kept in a separate file from the main Personnel File
 **Indicates that the document is kept in a separate file because/if it contains medical information
 ^Indicates if criteria is met