

FIRST THINGS FIRST

Forms you need to fill out and documents you need to submit

We want to get you off to a good start. Here are the things you need to do before your first day at work.

1. Complete Pre-Employment Processing

- Complete your **new hire packet** by clicking on the Job Classification Series title for your job classification from the table below. Fill out all the forms within the packet. Submit these forms before your first day or bring them to your personnel office when you report to work.

Job Classification Series	
Form Packet	Job Classification Examples
Academic Employees	Instructor, Counselor, Administrator
Classified Employees	Accountant, Custodian, Secretary, Instructional Aide, Manager
Unclassified Employees	Student Assistant, Recreation Assistant, Professional Expert

- Contact your location Personnel Office to schedule a [fingerprint appointment](#).
- Schedule your [tuberculosis exam](#), if required for your assignment.

2. Contact Your Department

- Confirm your arrival time.
- Request transportation or parking information.

Don't get a parking ticket on your first day!

To park on any Los Angeles Community College District campus or at the District Office, you are required to display a valid parking permit on your vehicle at all time. If needed, temporary permits are available until your employment paperwork is received. Permits can be obtained from the Sheriff's department at your college.

3. Gather Needed Documents

- *Proof of Identity*: Confirm you have the appropriate proof of identity as required by the **Employment Eligibility and Verification (Form I-9)** to show your location personnel office within three days of your start date.
- *Social Security Card*: You will need to present the original copy of your **Social Security Card** to your location personnel office to verify the accuracy of your Social Security Number for payroll reporting purposes.