



College personnel office to check off all completed applicable documents, attach to form, sign, and forward to the HR Entry Services Unit.

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 _____ Location _____

	ACADEMIC		CLASSIFIED
	Official Transcripts		Request for Live Scan*
	Verification of Employment^		Information Certification (HR -1)
	District Employment Application (faculty)^		Personal Data Self - Disclosure (HR - 2)
	Request for Live Scan*		Oath of Allegiance /Support (HR - 3)
	Information Certification (HR -1)		Report of Convictions (HR- 4)*
	Personal Data Self - Disclosure (HR - 2)		Employment Eligibility Verification (I - 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 (I - 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)
	Personal Data Self - Disclosure (HR - 2)
	Oath of Allegiance /Support (HR - 3)
	Report of Convictions (HR- 4)*
	Employment Eligibility Verification (I - 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 (HR300HRK)

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