



COMMUNITY EDUCATION – New Hire Documents

Please use 1st day of start of work when signing all documents. Sign & return the following:

- Community Education Application** (Will be sent over by the Community Education Department)
- Code of Ethics** Overall expectations for instructors and students to adhere to
- Oath of Affirmation**
- Policy Acknowledgement**
- Statement Concerning your Employment in a Job Not Covered by Social Security**
- CalPERS Notice of Exclusion**
- Emergency Contact Information**
- Confidential Data Sheet**
- Fingerprint & Criminal History Background Check.** At employee expense. Additional information enclosed. Required within a maximum of 10 working days from the date of employment.
- I-9 Form – Employment Eligibility Verification.** Verifies you are legally eligible to work in the U.S. Complete Section 1. Date with first day of work. See “List of Acceptable Documents” and provide identification from that list.
- W-4 Form.** Use your legal name (as listed on your Social Security card) and mailing address.
- EDD Employee’s Withholding Allowance Certificate.** This form is required for state income tax withholding.
- Payroll Direct Deposit.** (Optional) Use for direct deposit, and attach a voided personal check.
- TB Clearance.** Free Testing: MJC Health Services on East or West Campus

I have received, understand, and completed all the above documents. I understand that all documents are due in Human Resources no later than the 1st day of start of work and that failure to complete fully and sign all required documents may result in delay of pay.

Applicant Signature: _____ Date: _____