



**COMMUNITY LIFELONG LEARNING – New Hire Documents**

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

- Community Lifelong Learning Application** (Will be sent over by the CLL 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 1<sup>st</sup> 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: \_\_\_\_\_