



STUDENT WORKER – New Hire Documents

Please use 1st day of start of work when signing all documents. Human Resources has provided the following checklist to assist you.

Sign & return the following:

- ☐ **Student Worker Application**
- ☐ **Student Employment Confirmation Form**
- ☐ **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.
- ☐ **CalPERS Notice of Exclusion.** You are employed as a student aide (worker) by a school district in a position established for students only and you are attending school in the same district, which excludes you from membership.
- ☐ **Statement Concerning your Employment in a Job Not Covered by Social Security.**
- ☐ **Oath of Affirmation.**
- ☐ **Policy Acknowledgement**
- ☐ **Confidentiality Statement for Student Workers**
- ☐ **Emergency Contact Information**
- ☐ **Payroll Direct Deposit.** (Optional) Use for direct deposit, and attach a voided personal check.
- ☐ **Affordable Care Act Notice.** For your information only.

Students have the right to know:

- *What skills are required for a position
- *The area or department rules and regulations
- *District Policy 4017 Nondiscrimination & 4018 Sexual Harassment
- *Work schedules and options, if any, for make-up hours
- *Student work assignment may be terminated for Student Code of Conduct violation and/or lack of work at any time
- *That poor performance may result in reassignment
- *That assignment may be terminated at any time due to lack of work

Students have the responsibility to:

- *Maintain confidentiality
- *Be punctual and professional
- *Follow directions of supervision and/or office staff
- *Contact the Supervisor immediately if enrollment drops below 5 units
- *Immediately notify supervisor if unable to be on duty
- *Submit Payroll Claims for supervisor approval by the 20th of each month

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.

Student Signature: _____ Date: _____ Rev 1/23/20 JLC