NEW HIRE/REHIRE EMPLOYMENT FORMS





Please complete, sign, date and return all requested forms and documents checked below by the date noted in your New/Rehired on-boarding email from Human Resources. Employment forms below can be accessed through the following HR Website: NEW EMPLOYEE ORIENTATION.

Use this list to check off all required and voluntary forms. Please be sure forms are signed and dated.	New Hires ✓	HR	NIEW LUDE /DELUDE	ONDOADDING EMBLOVMENT FORMS CUTCKLIST	
Appointment Letter (Please sign) Authorization To Use Privately Owned Vehicles On State Business Computer & Electronic Mail Usage Agreement Designation of Person Authorized to Receive Warrants – This document authorizes the release of all warrants (excluding refund of employee retirement contributions and payment of death benefits) to a designee. Direct Deposit – Form must be accompanied by a voided check or documentation from the employee's financial institution certifying the routing and account numbers) EEO/AAP/Disability – Disability Self-Identification Form EEO/AAP/Disability – Disability Self-Identification Form EEO/AAP/Disability/Veterons - Veteran Self-Identification Form EEO/AAP/Disability/Veterons - Veteran Self-Identification Form Employee Action Request – Complete "New Employee," Sections C-I. Please complete both 02 – Marital Status and 03 Number of Allowances of section £1. Employee Demographic and Emergency and Education Information J. Employee Action Request — Complete Section £1, sign, and date. (Done electronically) N/A License: All Required Licenses must be submitted prior to the beginning of work ED 1083 - Statement Acknowledging Requirement to Report Child Abuse and Neglect (For General Reporters Only) Oath of Allegiance and Declaration of Permission to Work for Persons Employee by the State of California – As required by the Constitution of California, every State employee, except legally employed noncitizers, must sign an oath or diffirmation before he or she enters upon the duties of his or her State employment. N/A Faculty Outside Employment Disclosure Form (Full time faculty only) N/A Parking: A Reciprocal Self-Certification Form (PERS-CASD 801) Statement Concerning Your Employment in a Job Not Covered by Social Security ECTION III: Complete these forms only if directed/cheek	Here Upon		Required NEW HIRE/REHIRE ONBOARDING EMPLOYMENT FORMS CHECKLIST		
Authorization To Use Privately Owned Vehicles On State Business Computer & Electronic Mail Usage Agreement Designation of Person Authorized to Receive Warrants – This document authorizes the release of oll warrants (excluding refund of employee retirement contributions and payment of death benefits) to a designee. Direct Deposit – Form must be accompanied by a voided check or documentation from the employee's financial institution certifying the routing and account numbers) FEO/AAP/Disability - Disability Self-Identification Form FEO/AAP/Disability - Disability Self-Identification Form FEO/AAP/Disability Veterans - Veteran Self-Identification Form FEO/AAP/Disability/Veterans - Veteran Self-Identification Form FEO/AAP/Disability Veterans - Veteran Self-Identification Form Form Form Form Form Form Form Form	Completion	Torris Torris		a voluntary forms. Please be sure forms are signed and dated.	
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Designation of Person Authorized to Receive Warrants – This document authorizes the release of all warrants (excluding refund of employee retirement contributions and payment of death benefits) to a designee. Direct Deposit – Form must be accompanied by a voided check or documentation from the employee's financial institution certifying the routing and account numbers) EEO/AAP/Disability — Disability Self-Identification Form EEO/AAP/Disability — Disability Self-Identification Form EEO/AAP/Disability Posterons – Veteran Self-Identification Form EEO/AAP/Disability Veterans – Veteran Self-Identification Form EEO/AAP/Disability Veterans – Veteran Self-Identification Form Employee Action Request – Complete "New Employee," Sections C-I. Please complete both 02 – Marital Status and 03 Number of Allowances of section E1. Employee Demographic and Emergency and Education Information 1-9 Employee Action Request – Complete Section 11. Employee Demographic and Emergency and Education Information Value (Done electronically) N/A License: All Required Licenses must be submitted prior to the beginning of work EO 1083 - Statement Acknowledging Requirement to Report Child Abuse and Neglect (For General Reporters Only) – Coaches) EO 1083 - Statement Acknowledging Requirement to Report Child Abuse and Neglect (For Limited Reporters Only) – Coaches) Oath of Allegiance and Declaration of Permission to Work for Persons Employed by the State of California – As required by the Constitution of California, every State employee, except legally employed noncitizens, must sign an oath or affirmation before he or she enters upon the duties of his or her State employment. Supply of the Constitution of California, every State employee, except legally employed noncitizens, must sign an oath or affirmation before he or she enters upon the duties of his or her State employment. Person (Full time faculty only) N/A Parking: N/A Faculty Outside Employment Disclosure Form (Full time faculty only) N/A Statement Concerning Your Employm			Authorization To Use Privately Owned Vehicles On State Business		
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EBO/AAP/Disability Disability Self-Identification Form					
### EEO/AAP - Self-Identification Form ### EEO/AAP/Disability/Veterans - Veteran Self-Identification Form ### EEO/AAP/Disability/Veterans - Veteran Self-Identification Form ### EEO/AAP/Disability/Veterans - Veteran Self-Identification Form ### Employee Action Request - Complete "New Employee," Sections C-I. Please complete both 02 - Marital Status and 03 Number of Allowances of section £1. ### Employee Demographic and Emergency and Education Information ### L9 Employment Eligibility Verification (Form I-9)- List of Documents - Complete Section 1, sign, and date. (Done electronically) ### N/A License: All Required Licenses must be submitted prior to the beginning of work ### EO 1083 - Statement Acknowledging Requirement to Report Child Abuse and Neglect (For General Reporters Only - Coaches) ### EO 1083 - Statement Acknowledging Requirement to Report Child Abuse and Neglect (For Limited Reporters Only) ### Oath of Allegiance and Declaration of Permission to Work for Persons Employeed by the State of California - As required by the Constitution of California, every State employee, except legally employed noncitizens, must sign an oath or affirmation before he or she enters upon the duties of his or her State employment. ### N/A Faculty Outside Employment Disclosure Form (Full time faculty only) ### N/A Parking: ### Accurate Employment Disclosure Form (Full time faculty only) ### Reciprocal Self-Certification Form (PERS-CASD 801) ### Accurate Proceed by Social Security ### ECTION III: Complete these forms only if directed/checked - Accurate Background* ### Background - (REQUIRED): A link and log in will be emailed to you from the background check organization "Accurate." They will provide you with an on-line authorization/information form which requires your timely completion. All hires must complete this process. Please watch for this emails ### N/A Disposition of Pay for Sea Training Period ### MPLOYEE POLICIES AND PROCEDURES: ### Policy Acknowledgement Checklist. Price Policy Acknowledgement Checklist. Return					
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