1.0 Pre-Employment Processing Requirements

1.1 Loyalty Oath - The employee must sign an oath of allegiance required by law.

1.2 Payroll Information - The employee must complete a W-4 Form and a DE-4 Form for federal and state withholding taxes.

1.3 Transcripts - Official transcripts of all undergraduate and graduate work must be filed with the District Human Resources Office.

1.4 Verification of Teaching and/or Work Experience - The employee must submit to the District Human Resources Office verification of prior teaching and administrative experience, as well as work experience related to the field of instruction.

1.5 Verification of Military Service Credit - Employees who claim military service must submit a copy of their discharge papers and complete a Statement of Military Service. (Educ. Code 87407)

1.6 All pre-employment processing requirements as specified above must be completed and submitted to the District Human Resources Office within sixty (60) days of date of hire.