

New Employee Packet FAQs

1. Do I have to have a medical examination?

Completion of the Medical Examination Certification Form (HR – 21) is required by Education Code 87408 for all employees who have NOT previously been employed in a certificated position in the State of California.

2. Can I bring an old TB test results?

No. The examinations must have been completed not more than 60 days prior to employment

3. Do I need to provide the actual test results for the Tuberculosis Examination (TB)?

Yes

4. What documents can I bring along with I-9 Employment Form?

- One document from List A (e.g. US passport, Permanent Resident Card) **OR**
- One document from List B **AND** one document from List C

If you are bringing document 5 on List A, please make sure it has not expired. Also, make sure you bring **original** documents.

If you have any questions about the New Employee Hiring Packet please contact us.

5. When will I be fingerprinted?

As soon as you complete your hiring packet our Personnel Office will schedule an appointment for you to be fingerprinted at our District Office.

6. How soon does my electronic deposit go into effect?

It takes about 4 to 6 weeks from the time we send your documentation to the District Office.

7. How can I find out the title of my position?

The college representative that hired you should notify you. For example if your position is a teaching position they should let you know if it is an adjunct or full-time instructor.

8. Do I need to provide information on DUIs or minor batteries on the Report of Convictions?

Yes. The LACCD requires that ALL employees list ALL convictions

9. Who should I give the Documents Received Acknowledgment for to?

To the Campus Personnel Office.

10. What information must be on the W4 form?

You must provide the information on the following box numbers: 1, 2, 3 (just select one of the choices), and choose either 5 **OR** 7 but not both.