

## **Form Instructions**

Below are instructions to help on how to complete the required Extra Help New Hire Forms on previous page. You will need to click the form link to complete each form.

(Please note: Some forms are partially fillable or not fillable at all)

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### **DMV Authorization for Release of Driver Record Information Form (1 page)**

- Fillable form.
  - Driving may be required.
  - Please complete and fill in each box on the **top** portion of the DMV Authorization for Release of Driver Record Information.
  - Print form.
  - Sign.
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### **New Hire Personnel/Payroll Form (2 pages)**

- Fillable form.
  - This form is used to enter your information into our system.
  - Please complete blue highlighted areas that apply to you.
  - If it does not apply, you may skip that section.
  - Please provide emergency contact with real address (no P.O. Boxes).
  - Print form.
  - Sign & date.
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### **Designation of Person to Authorized to Receive Warrants (2 pages)**

- Not fillable form.
  - Print both forms first.
  - These two pages are legal documents. Basically, they state that if something were to happen to you, to whom would you like to have your final check to go to.
  - Both forms need to be completed exactly the same. Designee must be the same on both forms.
  - If you make a mistake, do not scribble out or write both over error. Please print out a new form and destroy old form.
  - Sign & date both forms.
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**New Employee PERS Information & Retiree  
Pre-Employment/Re-Employment Questionnaire (1 page)**

- Not fillable form.
- Please complete form by answering the questions. We can go over any questions you may have during your pre-placement processing.
- Print form
- Sign & date.

**CalPERS Member Reciprocal Self-Certification Form (5 pages)**

- Fillable form.
- Please read Member Reciprocal Self-Certification Form Instructions (3 pages).
- Please complete form (page 4).
- Print form.
- Sign & date.

**Notice of Exclusion from CalPERS Membership (2 page)**

- Fillable form.
- Print form.
- Please complete page 1 by answering the questions. We can go over any questions you may have during your pre-placement processing.
- Sign & date.

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**Employee Self-Identification of Ethnicity & Gender (1 page)**

- Not fillable form.
- Print form.
- Check appropriate circles.

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**Employment Eligibility Verification – Form I-9 (3 pages)**

- Fillable form.
  - Please complete the top page **only**.
  - A list of acceptable documents to use as verification is listed on the 3<sup>rd</sup> page. Please bring the verification documents you wish to use with you to your scheduled pre-placement processing appointment.
  - **E-Verify**: This position requires new hire employment verification to be processed through the E-Verify program administered by the Department of Homeland Security, U.S. Citizenship and Immigration Services (DHSUSCIS)' in partnership with the Social Security Administration (SSA).
  - Print form.
  - Sign & date.
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## Direct Deposit Form (2 pages)

- Fillable form.
- Please complete and attach a voided check if you have one.
- Print form.
- Sign.

*(Note: you may choose to complete the employee online Direct Deposit Form after you start work.)*

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## Form W-4 -Federal Withholding (4 pages)

- Fillable form.
- Please complete bottom portion of the Form W-4 (Page 1).
- The last 3 pages are not required. They are only worksheets to assist you with determining the number dependents you would like to claim.
- Print form.
- Sign.

## Form DE4 - State Withholding (4 pages)

- Not fillable form.
  - Please print & complete top portion of the Form DE4 (Page 1).
  - The last 3 pages are not required. They are only worksheets to assist you with determining the number dependents you would like to claim.
  - Print form.
  - Sign.
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## New Employee Orientation Checklist – 1 page

- Not fillable form.
- Print Form.
- **Note:** All documents inventoried in the top portion of this are listed on the bottom half of the previous page under “New Hire Documents”.
- Please initial next to each document name that you have been provided access to this information.
- Sign and date form.
- Print your name and the department you will be working in.

## **Injury Illness Prevention Program Acknowledgement Form (2 pages)**

- Not fillable form.
- Print both pages.
- Sign & date first page of acknowledgement.
- The second page is for your records.