INSTRUCTIONS FOR COMPLETING
SHORT-TERM/SUBSTITUTE PAPERWORK
Human Resources & Equal Employment Opportunity

- Employment Eligibility Verification (I-9): Complete all of section 1, ending with “Employee’s Signature” and “Date”. Choose the documents(s) you will show as verification of your eligibility to work in the U.S. (Review the list on the reverse side of the form—you may use either one item from list A only, or one item from list B and one from list C).

- W-4: Complete all applicable sections; Do Not leave box #5 blank! (A copy of your Social Security card is required for payroll verification of your name and Social Security Number.) Bring your card with you.

- Automatic Deposit Authorization: This form is optional. You are responsible for contacting your bank for the exact information and format required by your bank. Currently our payroll system only allows one account at one banking institution.

- Retirement Questionnaire: Fill in the blanks and mark the boxes. If you previously taught part-time and worked 60 hours or more in one pay period, you most likely contributed to STRS.

- Physician Designation: This is for work related accidents or illnesses. If you DO NOT designate a doctor, you must go to a listed Medical Panel provider for your first 30 days of treatment. If you DO designate a doctor, you may go to that doctor for treatment at any time—without having to wait the 30 days. Your name, social security number, signature and completion of the Emergency Information are required regardless of whether or not a doctor is designated. The New Hire Pamphlet regarding work injuries is included in your packet.

- Designation of Person to Receive Warrants or Checks: Fill in the blanks. You may also wish to amend the form so that it reads, “…as the person who, after my death, or incapacitation, is entitled to receive…”

- Standards of Employment/Service Agreement: Read and initial all four paragraphs. A Drug Free Workplace pamphlet has been included in your packet for your reading. Your signature must be made in the presence of your department representative or Human Resources.

- Short-Term/Substitute Employment Agreement: Read, sign and date.

- Application for Classified Positions: Complete, sign and date. Final page, demographic page, is optional.

- COVID-19 Vaccination Requirement: Board Policy 7330 Communicable Diseases-Employees requires that all newly hired and current employees of the Hartnell Community College District be fully vaccinated against COVID-19. All new employees must be fully vaccinated by the first day of employment. An exemption may be requested by individuals who cannot be vaccinated due to medical and/or religious reasons. Employees who receive an exemption will be required to wear a mask or face covering while on District property and/or facilities and will be required to undergo COVID-19 testing twice weekly. For more information about Hartnell CCD’s vaccine requirement, please visit the District COVID-19 Information Website.

INFORMATION PROVIDED FOR YOU TO REVIEW

Please read links provided on Hartnell’s HR website

- Basics of Workers’ Compensation - Referred to on ‘Physician Designation Form’
- Drug Free Workplace Brochure - Referred to on ‘Standards of Employment/Service Agreement’ Form
- New Health Insurance Marketplace Coverage
- Family Medical Leave Act
START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Last Names Used (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (Street Number and Name)</td>
<td>Apt. Number</td>
<td>City or Town</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>U.S. Social Security Number</th>
<th>Employee's E-mail Address</th>
<th>Employee's Telephone Number</th>
</tr>
</thead>
</table>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

- [ ] 1. A citizen of the United States
- [ ] 2. A noncitizen national of the United States (See instructions)
- [ ] 3. A lawful permanent resident (Alien Registration Number/USCIS Number):

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy):

   Some aliens may write "N/A" in the expiration date field. (See instructions)

   Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

   1. Alien Registration Number/USCIS Number: ____________________________

   OR

   2. Form I-94 Admission Number: ____________________________

   OR

   3. Foreign Passport Number: ____________________________

   Country of Issuance: ____________________________

Signature of Employee

Today's Date (mm/dd/yyyy)

Preparer and/or Translator Certification (check one):

- [ ] I did not use a preparer or translator.
- [ ] A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator

Today's Date (mm/dd/yyyy)

Last Name (Family Name)

First Name (Given Name)

Address (Street Number and Name)

City or Town

State

ZIP Code
**Section 2. Employer or Authorized Representative Review and Verification**

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee’s first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the “Lists of Acceptable Documents.”)

<table>
<thead>
<tr>
<th>Employee Info from Section 1</th>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>M.I.</th>
<th>Citizenship/Immigration Status</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>List A</th>
<th>OR</th>
<th>List B</th>
<th>AND</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Title and Employment Authorization</td>
<td>Document Title</td>
<td>Document Title</td>
<td>Document Title</td>
<td></td>
</tr>
<tr>
<td>Issuing Authority</td>
<td>Issuing Authority</td>
<td>Issuing Authority</td>
<td>Issuing Authority</td>
<td></td>
</tr>
<tr>
<td>Document Number</td>
<td>Document Number</td>
<td>Document Number</td>
<td>Document Number</td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Title</td>
<td>Document Title</td>
<td>Document Title</td>
<td>Document Title</td>
<td></td>
</tr>
<tr>
<td>Issuing Authority</td>
<td>Issuing Authority</td>
<td>Issuing Authority</td>
<td>Issuing Authority</td>
<td></td>
</tr>
<tr>
<td>Document Number</td>
<td>Document Number</td>
<td>Document Number</td>
<td>Document Number</td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy):  (See instructions for exemptions)

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Today's Date (mm/dd/yyyy)</th>
<th>Title of Employer or Authorized Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name of Employer or Authorized Representative</td>
<td>First Name of Employer or Authorized Representative</td>
<td>Employer's Business or Organization Name</td>
</tr>
</tbody>
</table>

Employer's Business or Organization Address (Street Number and Name) | City or Town | State | ZIP Code |

**Section 3. Reverification and Rehires** (To be completed and signed by employer or authorized representative.)

<table>
<thead>
<tr>
<th>A. New Name (if applicable)</th>
<th>B. Date of Rehire (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name (Family Name)</td>
<td>First Name (Given Name)</td>
</tr>
</tbody>
</table>

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

| Document Title | Document Number | Expiration Date (if any) (mm/dd/yyyy) |

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

| Signature of Employer or Authorized Representative | Today's Date (mm/dd/yyyy) | Name of Employer or Authorized Representative |

Form I-9 10/21/2019
LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
<th>LIST C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents that Establish Both Identity and Employment Authorization</td>
<td>Documents that Establish Identity</td>
<td>Documents that Establish Employment Authorization</td>
</tr>
<tr>
<td><strong>1.</strong> U.S. Passport or U.S. Passport Card</td>
<td><strong>1.</strong> Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td><strong>1.</strong> A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
</tr>
<tr>
<td><strong>2.</strong> Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td><strong>2.</strong> ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td><strong>2.</strong> Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</td>
</tr>
<tr>
<td><strong>3.</strong> Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td><strong>3.</strong> School ID card with a photograph</td>
<td><strong>3.</strong> Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
</tr>
<tr>
<td><strong>4.</strong> Employment Authorization Document that contains a photograph (Form I-766)</td>
<td><strong>4.</strong> Voter's registration card</td>
<td><strong>4.</strong> U.S. Citizen ID Card (Form I-197)</td>
</tr>
<tr>
<td><strong>5.</strong> For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
<td><strong>5.</strong> U.S. Military card or draft record</td>
<td><strong>5.</strong> Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
</tr>
<tr>
<td>a. Foreign passport; and</td>
<td><strong>6.</strong> Military dependent's ID card</td>
<td><strong>6.</strong> Employment authorization document issued by the Department of Homeland Security</td>
</tr>
<tr>
<td>b. Form I-94 or Form I-94A that has the following:</td>
<td><strong>7.</strong> U.S. Coast Guard Merchant Mariner Card</td>
<td><strong>7.</strong> Employment authorization document issued by the Department of Homeland Security</td>
</tr>
<tr>
<td>(1) The same name as the passport; and</td>
<td><strong>8.</strong> Native American tribal document</td>
<td><strong>8.</strong> Driver's license issued by a Canadian government authority</td>
</tr>
<tr>
<td>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</td>
<td><strong>9.</strong> Driver's license issued by a Canadian government authority</td>
<td><strong>9.</strong> Native American tribal document</td>
</tr>
<tr>
<td><strong>6.</strong> Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td><strong>For persons under age 18 who are unable to present a document listed above:</strong></td>
<td><strong>10.</strong> School record or report card</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>11.</strong> Clinic, doctor, or hospital record</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>12.</strong> Day-care or nursery school record</td>
</tr>
</tbody>
</table>

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.
**Employee’s Withholding Certificate**

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.

### Step 1: Enter Personal Information

<table>
<thead>
<tr>
<th>(a) First name and middle initial</th>
<th>(b) Last name</th>
<th>(c) Social security number</th>
</tr>
</thead>
</table>

- Address
- City or town, state, and ZIP code
- Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.
- Single or Married filing separately
- Married filing jointly or Qualifying widow(er)
- Head of household (Check only if you’re unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

### Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following.

- (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); or
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

**TIP:** To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

### Step 3: Claim Dependents

If your total income will be $200,000 or less ($400,000 or less if married filing jointly):

- Multiply the number of qualifying children under age 17 by $2,000:
- Multiply the number of other dependents by $500:
- Add the amounts above and enter the total here:

### Step 4 (optional): Other Adjustments

- **(a) Other income (not from jobs).** If you want tax withheld for other income you expect this year that won’t have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income:
- **(b) Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here:

### Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

- Employee’s signature (This form is not valid unless you sign it.)
- Date

**Employers Only**

- Employer’s name and address
- First date of employment
- Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3.
General Instructions

Section references are to the Internal Revenue Code.

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2022 if you meet both of the following conditions: you had no federal income tax liability in 2021 and you expect to have no federal income tax liability in 2022. You had no federal income tax liability in 2021 if (1) your total tax on line 24 on your 2021 Form 1040 or 1040-SR is zero (or less than the sum of lines 27a, 28, 29, and 30), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2022 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2023.

Your privacy. If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:
1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as Additional Medicare Tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

Nonresident alien. If you’re a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay between the two jobs.

Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can’t be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include other tax credits for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn’t include income from any jobs or self-employment. If you complete Step 4(a), you likely won’t have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2022 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay each pay period, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.
### Step 2(b)—Multiple Jobs Worksheet  
*(Keep for your records.)*

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

**Note:** If more than one job has annual wages of more than $120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

1. **Two jobs.** If you have two jobs or you’re married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the “Higher Paying Job” row and the “Lower Paying Job” column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, **skip to line 3**.

   \[
   \text{1 $} \]

2. **Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.

   a. Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the “Higher Paying Job” row and the annual wages for your next highest paying job in the “Lower Paying Job” column. Find the value at the intersection of the two household salaries and enter that value on line 2a.

   \[
   \text{2a $} \]

   b. Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the “Higher Paying Job” row and use the annual wages for your third job in the “Lower Paying Job” column to find the amount from the appropriate table on page 4 and enter this amount on line 2b.

   \[
   \text{2b $} \]

   c. Add the amounts from lines 2a and 2b and enter the result on line 2c.

   \[
   \text{2c $} \]

3. Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.

\[
\text{3 } \]

4. Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld).

\[
\text{4 $} \]

### Step 4(b)—Deductions Worksheet  
*(Keep for your records.)*

1. Enter an estimate of your 2022 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to $10,000), and medical expenses in excess of 7.5% of your income.

\[
\text{1 $} \]

2. Enter:
   - $25,900 if you’re married filing jointly or qualifying widow(er)
   - $19,400 if you’re head of household
   - $12,950 if you’re single or married filing separately

\[
\text{2 $} \]

3. If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter “-0-”.

\[
\text{3 $} \]

4. Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information.

\[
\text{4 $} \]

5. Add lines 3 and 4. Enter the result here and in **Step 4(c)** of Form W-4.

\[
\text{5 $} \]

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(b)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.
## Married Filing Jointly or Qualifying Widow(er)

<table>
<thead>
<tr>
<th>Higher Paying Job Annual Taxable Wage &amp; Salary</th>
<th>Lower Paying Job Annual Taxable Wage &amp; Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - 9,999</td>
<td>$0 - 9,999</td>
</tr>
<tr>
<td>$10,000 - 19,999</td>
<td>$10,000 - 19,999</td>
</tr>
<tr>
<td>$20,000 - 29,999</td>
<td>$20,000 - 29,999</td>
</tr>
<tr>
<td>$30,000 - 39,999</td>
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## Single or Married Filing Separately

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<th>Higher Paying Job Annual Taxable Wage &amp; Salary</th>
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## Head of Household

<table>
<thead>
<tr>
<th>Higher Paying Job Annual Taxable Wage &amp; Salary</th>
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</tbody>
</table>

Form W-4 (2022)
EMPLOYEE’S WITHHOLDING ALLOWANCE CERTIFICATE

Complete this form so that your employer can withhold the correct California state income tax from your paycheck.

Enter Personal Information

<table>
<thead>
<tr>
<th>First, Middle, Last Name</th>
<th>Social Security Number</th>
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<table>
<thead>
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<th>Filing Status</th>
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<td>☐ SINGLE or MARRIED (with two or more incomes)</td>
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<tr>
<td></td>
<td>☐ MARRIED (one income)</td>
</tr>
<tr>
<td></td>
<td>☐ HEAD OF HOUSEHOLD</td>
</tr>
</tbody>
</table>

1. Total Number of Allowances you’re claiming (Use Worksheet A for regular withholding allowances. Use other worksheets on the following pages as applicable, Worksheet A+B).

2. Additional amount, if any, you want withheld each pay period (if employer agrees), (Worksheet B and C)

OR

Exemption from Withholding

3. I claim exemption from withholding for 2020, and I certify I meet both of the conditions for exemption.  

OR

4. I certify under penalty of perjury that I am not subject to California withholding. I meet the conditions set forth under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act.  

Under the penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status.

Employee’s Signature _______________________________ Date ___________

Employer’s Section: Employer’s Name and Address  
California Employer Payroll Tax Account Number

PURPOSE: This certificate, DE 4, is for California Personal Income Tax (PIT) withholding purposes only. The DE 4 is used to compute the amount of taxes to be withheld from your wages, by your employer, to accurately reflect your state tax withholding obligation.

Beginning January 1, 2020, Employee’s Withholding Allowance Certificate (Form W-4) from the Internal Revenue Service (IRS) will be used for federal income tax withholding only. You must file the state form Employee’s Withholding Allowance Certificate (DE 4) to determine the appropriate California Personal Income Tax (PIT) withholding.

If you do not provide your employer with a withholding certificate, the employer must use Single with Zero withholding allowance.

CHECK YOUR WITHHOLDING: After your DE 4 takes effect, compare the state income tax withheld with your estimated total annual tax. For state withholding, use the worksheets on this form.

EXEMPTION FROM WITHHOLDING: If you wish to claim exempt, complete the federal Form W-4 and the state DE 4. You may claim exempt from withholding California income tax if you meet both of the following conditions for exemption:

1. You did not owe any federal/state income tax last year, and  
2. You do not expect to owe any federal/state income tax this year. The exemption is good for one year.

If you continue to qualify for the exempt filing status, a new DE 4 designating EXEMPT must be submitted by February 15 each year to continue your exemption. If you are not having federal/state income tax withheld this year but expect to have a tax liability next year, you are required to give your employer a new DE 4 by December 1.

Member Service Civil Relief Act: Under this act, as amended by the Military Spouses Residency Relief Act, you may be exempt from California income tax on your wages if

(i) your spouse is a member of the armed forces present in California in compliance with military orders;  
(ii) you are present in California solely to be with your spouse; and  
(iii) you maintain your domicile in another state.

If you claim exemption under this act, check the box on Line 4. You may be required to provide proof of exemption upon request.
The California Employer’s Guide (DE 44) (PDF, 2.4 MB) (edd.ca.gov/pdf_pub_ctr/de44.pdf) provides the income tax withholding tables. This publication may be found by visiting Forms and Publications (edd.ca.gov/Payroll_Taxes/Forms_and_Publications). To assist you in calculating your tax liability, please visit the Franchise Tax Board (FTB) (ftb.ca.gov).

If you need information on your last California Resident Income Tax Return (FTB Form 540), visit the Franchise Tax Board (FTB) (ftb.ca.gov).

NOTIFICATION: The burden of proof rests with the employee to show the correct California income tax withholding. Pursuant to section 4340-1(e) of Title 22, California Code of Regulations (CCR), the FTB or the EDD may, by special direction in writing, require an employer to submit a Form W-4 or DE 4 when such forms are necessary for the administration of the withholding tax programs.

PENALTY: You may be fined $500 if you file, with no reasonable basis, a DE 4 that results in less tax being withheld than is properly allowable. In addition, criminal penalties apply for willfully supplying false or fraudulent information or failing to supply information requiring an increase in withholding. This is provided by section 13101 of the California Unemployment Insurance Code and section 19176 of the Revenue and Taxation Code.
INSTRUCTIONS — 1 — ALLOWANCES*

When determining your withholding allowances, you must consider your personal situation:
— Do you claim allowances for dependents or blindness?
— Will you itemize your deductions?
— Do you have more than one income coming into the household?

TWO-EARNERS/MULTIPLE INCOMES: When earnings are derived from more than one source, under-withholding may occur. If you have a working spouse or more than one job, it is best to check the box “SINGLE or MARRIED (with two or more incomes).” Figure the total number of allowances you are entitled to claim on all jobs using only one DE 4 form. Claim allowances with one employer.

Do not claim the same allowances with more than one employer. Your withholding will usually be most accurate when all allowances are claimed on the DE 4 filed for the highest paying job and zero allowances are claimed for the others.

WORKSHEET A  REGULAR WITHHOLDING ALLOWANCES

(A) Allowance for yourself — enter 1
(B) Allowance for your spouse (if not separately claimed by your spouse) — enter 1
(C) Allowance for blindness — yourself — enter 1
(D) Allowance for blindness — your spouse (if not separately claimed by your spouse) — enter 1
(E) Allowance(s) for dependent(s) — do not include yourself or your spouse — enter 1
(F) Total — add lines (A) through (E) above and enter on line 1 of the DE 4

INSTRUCTIONS — 2 — (OPTIONAL) ADDITIONAL WITHHOLDING ALLOWANCES

If you expect to itemize deductions on your California income tax return, you can claim additional withholding allowances. Use Worksheet B to determine whether your expected estimated deductions may entitle you to claim one or more additional withholding allowances. Use last year's FTB Form 540 as a model to calculate this year's withholding amounts.

Do not include deferred compensation, qualified pension payments, or flexible benefits, etc., that are deducted from your gross pay but are not taxed on this worksheet.

You may reduce the amount of tax withheld from your wages by claiming one additional withholding allowance for each $1,000, or fraction of $1,000, by which you expect your estimated deductions for the year to exceed your allowable standard deduction.

MARRIED BUT NOT LIVING WITH YOUR SPOUSE: You may check the “Head of Household” marital status box if you meet all of the following tests:
1. Your spouse will not live with you at any time during the year;
2. You will furnish over half of the cost of maintaining a home for the entire year for yourself and your child or stepchild who qualifies as your dependent; and
3. You will file a separate return for the year.

HEAD OF HOUSEHOLD: To qualify, you must be unmarried or legally separated from your spouse and pay more than 50% of the costs of maintaining a home for the entire year for yourself and your dependent(s) or other qualifying individuals. Cost of maintaining the home includes such items as rent, property insurance, property taxes, mortgage interest, repairs, utilities, and cost of food. It does not include the individual's personal expenses or any amount which represents value of services performed by a member of the household of the taxpayer.

WORKSHEET B  ESTIMATED DEDUCTIONS

Use this worksheet only if you plan to itemize deductions, claim certain adjustments to income, or have a large amount of nonwage income not subject to withholding.

1. Enter an estimate of your itemized deductions for California taxes for this tax year as listed in the schedules in the FTB Form 540
2. Enter $9,074 if married filing joint with two or more allowances, unmarried head of household, or qualifying widow(er) with dependent(s) or $4,537 if single or married filing separately, dual income married, or married with multiple employers
3. Subtract line 2 from line 1, enter difference
4. Enter an estimate of your adjustments to income (alimony payments, IRA deposits)
5. Add line 4 to line 3, enter sum
6. Enter an estimate of your nonwage income (dividends, interest income, alimony receipts)
7. If line 5 is greater than line 6 (if less, see below [go to line 9]); Subtract line 6 from line 5, enter difference
8. Divide the amount on line 7 by $1,000, round any fraction to the nearest whole number
Add this number to Line F of Worksheet A and enter it on line 1 of the DE 4. Complete Worksheet C, if needed, otherwise stop here.
9. If line 6 is greater than line 5;
   Enter amount from line 6 (nonwage income)
10. Enter amount from line 5 (deductions)
11. Subtract line 10 from line 9, enter difference

Complete Worksheet C

*Wages paid to registered domestic partners will be treated the same for state income tax purposes as wages paid to spouses for California PIT withholding and PIT wages. This law does not impact federal income tax law. A registered domestic partner means an individual partner in a domestic partner relationship within the meaning of section 297 of the Family Code. For more information, please call our Taxpayer Assistance Center at 1-888-745-3886.
WORKSHEET C  ADDITIONAL TAX WITHHOLDING AND ESTIMATED TAX

1. Enter estimate of total wages for tax year 2020.
2. Enter estimate of nonwage income (line 6 of Worksheet B).
3. Add line 1 and line 2. Enter sum.
4. Enter itemized deductions or standard deduction (line 1 or 2 of Worksheet B, whichever is largest).
5. Enter adjustments to income (line 4 of Worksheet B).
6. Add line 4 and line 5. Enter sum.
7. Subtract line 6 from line 3. Enter difference.
8. Figure your tax liability for the amount on line 7 by using the 2020 tax rate schedules below.
9. Enter personal exemptions (line F of Worksheet A x $134.20).
10. Subtract line 9 from line 8. Enter difference.
11. Enter any tax credits. (See FTB Form 540).
12. Subtract line 11 from line 10. Enter difference. This is your total tax liability.
13. Calculate the tax withheld and estimated to be withheld during 2020. Contact your employer to request the amount that will be withheld on your wages based on the marital status and number of withholding allowances you will claim for 2020. Multiply the estimated amount to be withheld by the number of pay periods left in the year. Add the total to the amount already withheld for 2020.
14. Subtract line 13 from line 12. Enter difference. If this is less than zero, you do not need to have additional taxes withheld.
15. Divide line 14 by the number of pay periods remaining in the year. Enter this figure on line 2 of the DE 4.

17. Enter estimate of nonwage income (line 6 of Worksheet B).
18. Add line 1 and line 2. Enter sum.
19. Enter itemized deductions or standard deduction (line 1 or 2 of Worksheet B, whichever is largest).
20. Enter adjustments to income (line 4 of Worksheet B).
21. Add line 4 and line 5. Enter sum.
22. Subtract line 6 from line 3. Enter difference.
23. Figure your tax liability for the amount on line 7 by using the 2020 tax rate schedules below.
24. Enter personal exemptions (line F of Worksheet A x $134.20).
25. Subtract line 9 from line 8. Enter difference.
26. Enter any tax credits. (See FTB Form 540).
27. Subtract line 11 from line 10. Enter difference. This is your total tax liability.
28. Calculate the tax withheld and estimated to be withheld during 2020. Contact your employer to request the amount that will be withheld on your wages based on the marital status and number of withholding allowances you will claim for 2020. Multiply the estimated amount to be withheld by the number of pay periods left in the year. Add the total to the amount already withheld for 2020.
29. Subtract line 13 from line 12. Enter difference. If this is less than zero, you do not need to have additional taxes withheld.
30. Divide line 14 by the number of pay periods remaining in the year. Enter this figure on line 2 of the DE 4.

NOTE: Your employer is not required to withhold the additional amount requested on line 2 of your DE 4. If your employer does not agree to withhold the additional amount, you may increase your withholdings as much as possible by using the “single” status with “zero” allowances. If the amount withheld still results in an underpayment of state income taxes, you may need to file quarterly estimates on Form 540-ES with the FTB to avoid a penalty.

THESE TABLES ARE FOR CALCULATING WORKSHEET C AND FOR 2020 ONLY

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If you need information on your last California Resident Income Tax Return, FTB Form 540, visit Franchise Tax Board (FTB) (ftb.ca.gov).

The DE 4 information is collected for purposes of administering the PIT law and under the authority of Title 22, CCR, section 4340-1, and the California Revenue and Taxation Code, including section 18624. The Information Practices Act of 1977 requires that individuals be notified of how information they provide may be used. Further information is contained in the instructions that came with your last California resident income tax return.
workers' compensation: Pre-Designation of Personal Physician

If you have health insurance and are injured on the job, you have the right to be treated immediately by your personal physician (M.D., D.O), or medical group, if you notify your employer, in writing, prior to the injury.

Per Labor Code 4600, to qualify as your pre-designated, personal physician, the physician must agree in writing to treat you for a work related injury, must have previously directed your medical care, and must retain your medical history and records. The physician must be a family practitioner, general practitioner, board certified or board eligible internist, obstetrician-gynecologist, or pediatrician. Your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy which operates an integrated multi-specialty medical group providing comprehensive medical services predominantly for non-occupational illnesses and injuries.

This is an optional form that can be used to notify your employer of your personal physician. You may choose to use another form, as long as you notify your employer in writing prior to being injured on the job, and provide written verification that your personal physician meets the above requirements and agrees to be pre-designated.

If you do not provide advance written notification, verification, and agreement of your pre-designated personal physician, you will be treated by one of the District's designated workers' compensation medical providers.

EMPLOYEE NAME: __________________________________ LAST FOUR DIGITS OF SSN: ___________________

☐ I acknowledge receipt of this form and do not elect to pre-designate my personal physician at this time. I understand that I will receive medical treatment from my employers’ medical provider. I understand that, at any time in the future, I can change my mind and provide written notification of my personal physician. I understand that the written notification must be on file prior to an industrial injury.

Employee Signature: ___________________________________________ Date: ______________________

☐ I elect to pre-designate that if I am injured on the job, I want to be treated by my personal physician*:

Name of Physician or Medical Group: ______________________________________

Phone Number: __________________

Address __________________________________________________________________________________________________

*This physician is my personal primary care physician who has previously directed my medical care and retains my medical history and records.

Employee Signature: ___________________________________________ Date: ______________________

* A Personal Physician must be willing to be pre-designated to treat you for a workers' compensation injury. The remainder of this form is to be completed by your pre-designated physician and returned to your Employer.

PERSONAL PHYSICIAN ACKNOWLEDGEMENT

Per Labor Code 4600, to qualify, you must meet the criteria outlined above. You are not required to sign this form; however, if you or your designated employee does not sign it, other written documentation of the physicians' agreement to be pre-designated will be required, pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3).

PERSONAL PHYSICIAN OR MEDICAL GROUP NAME:

☐ I agree to treat the above named employee in the event of an industrial accident or injury. I meet the criteria outlined above. I agree to adhere to the Administrative Director’s Rules and Regulations, Section 9785, regarding the duties of the employee-designated physician.

☐ I do not agree to treat the above employee in the event of an industrial accident or injury.

☐ I do not qualify as the employees’ personal physician. I am not an M.D. or D.O., or I do not meet the criteria outlined above.

Physician Signature: ___________________________________________ Date: ______________________

(Physician or Designated Employee of the Physician or Medical Group)

Completed form must be returned to:
Hartnell College, Human Resources Department
Fax: 831.755.6937
In the event of your death, salary or other monies may be owed to you as an employee of our district. The form below permits immediate release of any warrants (checks) to a person (18 years of age or older) you designate. This can often greatly assist in time of family stress or financial need. This form is available for your use on a voluntary basis.

As provided in §53245 of the California Government Code, in the event of my death, I hereby designate the following person (designee) to receive any and all warrants payable to me by the Hartnell Community College District.

Full Legal Name of DESIGNEE: __________________________________________________
Relationship to Employee: ______________________________________________________
Home Address: _______________________________________________________________
Phone number: ______________________ Email Address: _____________________________

This designation form cancels and replaces any designation previously signed for this purpose and shall remain in effect until canceled in writing.

It is understood and agreed that the Hartnell Community College District is not obligated to deliver said warrant(s) to the person designated above unless the designated person, within two years after the date of said warrant(s) claims such warrant(s) from the Hartnell Community College District and provides sufficient proof of identity.

Employee Name: _______________________________ Date: ____________________________
Employee Signature: _________________________________ S.S. #: _______-______-________

§ 53245. Any person now or hereafter employed by a county, city, municipal corporation, district, or other public agency may file with his appointing power a designation of a person who, notwithstanding any other provision of law, shall, on the death of the employee, be entitled to receive all warrants or checks that would have been payable to the decedent had he survived. The employee may change the designation from time to time. A person so designated shall claim such warrants or checks from the appointing power. On sufficient proof of identity, the appointing power shall deliver the warrants or checks to the claimant. A person who receives a warrant or check pursuant to this section is entitled to negotiate it as if he were the payee.

EMERGENCY CONTACT INFORMATION (required):

Name: _______________________________________
Relationship: _______________________________ Phone #:_____________________________

Name: _______________________________________
Relationship: _______________________________ Phone #:_____________________________

HR-17 Revised 05/14
Direct Deposit Enrollment Form

Print Name __________________________________________ ID# or Last 4 of SSN _______________________

You may have up to two active accounts at any time. Make sure to indicate what type of account, along with amount to be deposited if less than your total net pay.

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<th>Change Amount of Current Account on File</th>
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<table>
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<th>Change Amount of Current Account on File</th>
<th>Remove Account on File</th>
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<td></td>
<td></td>
<td></td>
<td>or Balance of Net</td>
</tr>
</tbody>
</table>

☐ I wish to terminate my enrollment in Direct Deposit. I understand that all future payroll payments to me will be in the form of a live check until I choose to enroll again in Direct Deposit.

Effective date of changes noted above (mm/dd/yy): _______________________

I hereby authorize Hartnell College to deposit my pay in to the account(s) entered above.

________________________________________  _____________________________
Employee Signature      Date

For Payroll Use Only

Date Rec’d_____________  Processed By_____________________________  Date__________

HR-25X (Payroll)
ALL non-student-personnel must complete this form and answer both STRS and PERS questions.

Employee Name: ________________________________

Employee Social Security #: _____ - _____ - _________

STATE TEACHERS RETIREMENT SYSTEM (STRS) (academic/teaching retirement system)

Have you ever been a member of STRS? ☐ Yes ☐ No
If yes, have you received a refund? ☐ Yes ☐ No
If yes, date refunded: ______________________
If applicable, date retired: ______________________

PERS (classified, non-teaching retirement system)

Have you ever been a member of PERS? ☐ Yes ☐ No
Have you acquired five years or more of Service Credit? ☐ Yes ☐ No
Have you only been in educational employment? ☐ Yes ☐ No
If yes to any of the above, have you received a refund? ☐ Yes ☐ No
If yes, date refunded: ______________________
If applicable, date retired: ______________________

Are you currently employed by any other District/Public Agency? ☐ Yes ☐ No

If yes, Name______________________________ ☐ Full time ☐ Part-time, time base ___
If yes, Name______________________________ ☐ Full time ☐ Part-time, time base ___

Employee Signature: ________________________________ Date: _____________

IMPORTANT

*You are responsible for not exceeding your retirement system’s post-retirement limit.

STRS post-retirement earnings are limited to the fiscal year dollar amount established by STRS. If you are retired from STRS you may only work in an academic position.

PERS post-retirement work is limited to a calendar year maximum 960 hours of work. If you are retired from PERS you may work in a classified and/or academic position.

STRS mandatory membership qualification is met by working 60 hours in one pay period.
PERS mandatory membership qualification is met by working 1,000 hours in one fiscal year.

If you are a member of one retirement system and subsequently qualify for membership in the other system, you will have 60 days from qualification to elect to remain in one system or establish membership in both systems. More information is available at [http://www.calstrs.ca.gov/publications/pubs.htm](http://www.calstrs.ca.gov/publications/pubs.htm). Scroll down to Member Benefit Information, click on “Join CalSTRS? Or Join CalPERS? The Decision is Yours.”
I understand that I am employed as a Short-term/Substitute employee, hired on a temporary basis to work on a specific project. I further understand that my continued employment is contingent on continued demand and/or funding. This condition of employment does not confer any future rights to or reasonable assurance of continued employment beyond this assignment.

I further understand that as a Short-term/Substitute employee at Hartnell College, I am not eligible for an employee health benefits package, including service retirement, death, health, welfare, or disability benefits.

The District retains the right to terminate this temporary assignment without any obligation to provide a statement of reasons, evidence of cause, or right to a hearing.

As a Short-term/Substitute employee, I understand that if I work more than one thousand (1,000) hours within the fiscal year of hire (July 1 to June 30), I must become a member of the Public Employees’ Retirement System under Education Code §20305.

Name

__________________________________________
Signature

__________________________________________
Date
I acknowledge my employment responsibilities with the Hartnell Community College District (HCCD) will bring me into contact with sensitive and confidential information. I understand that as a result of my access to the Colleague database and other HCCD resources, I am exposed to personal information about students, employees and other associates of HCCD. Such information may include, but may not be limited to their names, addresses, and contact information. I understand this information may be protected by privacy laws and is regarded as confidential by HCCD. My initials and signature below confirm my understanding that this information is protected by privacy laws and regarded as confidential by HCCD.

______ Initial

My initials and signature below confirm my agreement to protect the personal privacy of employee, student and other individuals’ records. I will prevent inappropriate or unnecessary disclosure of such records to unauthorized institutions, companies, groups, agencies, and individuals. I will collect and retain only such personal information as I may need to effectively conduct my duties for the District. I promise I will handle such information in a secure, confidential, and appropriate manner in accordance with relevant laws, regulations, policies and procedures. I understand that this agreement will be placed in my personnel file.

______ Initial

HCCD is subject to the Federal Drug Free Workplace Act of 1998, in which HCCD is required to certify it will maintain a drug free workplace. As an employee of the District, my initials and signature below acknowledge that I am required to notify my supervisor, Human Resources, or the Superintendent/President of any conviction for a criminal drug statute violation occurring in the workplace within five days of such conviction. I am also required to read the HCCD Drug Free Workplace brochure. The Drug Free Workplace Act is also outlined in the Governing Board Policies. My initials and signature below acknowledges I have received, read, and understand the information in the brochure.

______ Initial

My initials and signature below is also confirmation that I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

______ Initial

I acknowledge that I have received and read a copy of the Hartnell Community College District Board Policy 3720 and Administrative Procedure 3720, Computer and Network Use. I recognize and understand these rules and regulations. I agree to abide by the standards set in the policy and procedure for the duration of my employment. I am aware that violations of this computer and network use policy and procedure may subject me to disciplinary action including, but not limited to, revocation of my network account up to and including prosecution for violation of state and/or federal law.

______ Initial

Employee Name: ________________________________
Employee Signature: ____________________________ Date: ________________

Taken and subscribed before me this ____ day of _____________, 20__.
Signature of Authorized HCCD Witness: ___
In support of the College’s mission of teaching, research, and public service, Hartnell provides computing, networking, and information resources to the campus community of students, faculty, and staff.

**Rights and Responsibilities**
Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

Students, employees may have rights of access to information about themselves contained in computer files, as specified in federal and state laws. Files may be subject to search under court order. In addition, system administrators may access user files as required to protect the integrity of computer systems. For example, following organizational guidelines, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged.

**Existing Legal Context**
All existing laws (federal and state) and District regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct. Misuse of computing, networking, or information resources may result in the restriction of computing privileges. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable District or campus policies, procedures, or collective bargaining agreements. Complaints alleging misuse of campus computing and network resources will be directed to those responsible for taking appropriate disciplinary action. Reproduction or distribution of copyrighted works, including, but not limited to, images, text, or software, without permission of the owner is an infringement of U.S. Copyright Law and is subject to civil damages and criminal penalties including fines and imprisonment.

**Examples of Misuse**
Examples of misuse include, but are not limited to, the activities in the following list.
a) Violation of Law. Any use of Hartnell’s technology resources which is in violation of federal, state or local law, or which is in aid to or furtherance of the violation of federal, state or local law, is prohibited. This includes, but is not limited to, the violation of copyright and other intellectual property laws.

b) Using a computer account that you are not authorized to use. Obtaining a password for a computer account without the consent of the account owner.

c) Using the Campus Network to gain unauthorized access to any computer systems.

d) Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.

e) Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.

f) Attempting to circumvent data protection schemes or uncover security loopholes.

g) Violating terms of applicable software licensing agreements or copyright laws.

h) Deliberately wasting computing resources.

i) Using electronic mail to harass others.

j) Masking the identity of an account or machine.

k) Posting materials on publically accessible information technology resources that violate existing laws or the District’s codes of conduct.

l) Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user’s files or software without the explicit agreement of the owner.

m) Commercial Activities. Hartnell's technology resources exist for educational purposes and may not be used for any commercial activities for personal financial gain, whether on behalf of individuals or for-profit entities, unless expressly authorized by Hartnell in writing.

n) Obscene Material. Accessing, uploading, downloading, transmitting, producing, storing or viewing of any obscene material is prohibited. Obscene material includes "harmful matter" as defined by California Penal Code section 313, meaning "matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest, and is matter which, taken as a whole, depicts or describes in a patently offensive way sexual conduct and which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors."

o) Food or Drink Prohibited. Users of Hartnell's technology resources generally accessible to the public, such as computer labs, may not possess or consume any food or drink, including water, while using such resources or within the immediate vicinity of the technology equipment.

p) Defamatory/Harassing/Threatening Material. Creation or transmission of material which is defamatory, harassing or threatening toward another person is
prohibited. Using Hartnell's technology resources to violate the legal privacy rights of any individual is also prohibited.

Activities will not be considered misuse when authorized by appropriate District officials for security or performance testing.

**Additional Use Policies**

The Computer Use Policy applies to use of all Hartnell Campus computing resources. Additional computer and network use policies and terms and conditions may be in place for specific electronic services offered by the campus. The Computer Use Policy applies to the use of Hartnell computers and networks for electronic communications. Users must familiarize yourselves with any of these when you agree to use these services.

**Authorized Use by Minors**

Hartnell students under the age of eighteen, by accepting the benefits of authorized use of the District's technology resources, acknowledge that material inappropriate for minors is accessible on the Internet; that various wrongdoing, such as identity theft, invasion of privacy and fraud, may occur on the Internet, and that their use of the Internet may therefore expose them to a variety of risks of harm to person or property. By using Hartnell's technology resources, minors and their parents accept responsibility for any and all risks thereof and acknowledge that Hartnell shall not be responsible for any harm or damage resulting from such use.

**Web Pages**

Hartnell College has established and presently maintains a web site which includes information regarding Hartnell’s mission and purpose, courses, faculty and staff, students, and such other information and resources as the Hartnell administration determines is appropriate for inclusion (this includes a public listing of employee directory/contact information). The use of Hartnell technology resources for the creation of individual web pages, whether for official or personal purposes, shall be subject to the following requirements:

a) Establishing Official Web Pages. The Hartnell administration may authorize a process for the creation and maintenance of official web pages by Hartnell faculty, staff, departments of the College, or student organizations. Official web pages must be approved by the designated Hartnell administrator and the content must be consistent with the general style and content of the Official Hartnell web site. The addition or modification of material to official web pages must also be approved by the designated Hartnell administrator prior to the posting of such content. Material appropriate for placement on official web pages includes administrative and academic information for specific departments or student organizations, faculty, staff or class information, or relevant reference information. Official pages must be served from officially
designated server platforms that the IT personnel has authorization and access to for maintenance or content management.

b) Establishing Personal Web Pages. The Hartnell administration may authorize the creation and maintenance of personal web pages by students, faculty or staff. Personal web pages must be for educational purposes, including research, discussion, academic development, public service and other educational uses consistent with the mission of Hartnell, and must otherwise comply with the requirements of this technology use policy. The creation of personal web pages must be authorized by the appropriate administrator and proposed content may be reviewed for compliance with this policy. In addition to the requirement that the content of personal web pages comply with this policy, any sites to which the personal web page links must be consistent with this policy.

c) Personal Web Page Disclaimer. Personal web pages must include the following notice: "This is a personal web page. Any opinions expressed on this page are not those of Hartnell College, nor does Hartnell guarantee the accuracy or appropriateness of any information contained on this page, nor any information linked to by this page.”

Email Correspondence
Email correspondence between employees of the Hartnell CCD, between employees and students, and between employees and external entities (e.g., vendors, community members) directly related to performing job duties and conducting the business of the District must take place using the official @hartnell.edu email address. Communications between enrolled students and employees must utilize the @student.hartnell.edu email address. Hartnell College students should be directed to check @student.hartnell.edu email often for communication from the college and its employees. There are exceptions to this procedure such as when employees are contacted by past students who no longer use or prospective students who have not yet received their @student.hartnell.edu email address. There can also be occasional situations when communicating with the official Hartnell email address is not possible due to computer network outages or other circumstances.

Internet and E-mail access is a privilege, not a right, and activities that may be acceptable on your private account at home may not be acceptable when using your District-authorized service.

As a public institution, the Hartnell CCD is subject to the California Public Records Act (Government Code § 6250 et seq.). The PRA requires that all communications related to public business "regardless of physical form or characteristics, including any writing, picture, sound, or symbol, whether paper, magnetic or other media" be made available to the public. This means that any member of the public can request copies of email communications that have been produced by any employee or student of the District. There are exemptions for disclosure of public records and they generally include personnel records, investigative records, drafts, and material made confidential by other
state or federal statutes. Setting aside these few exemptions, the vast majority of email communications are available through a PRA request. Therefore, email communications among and between employees and/or students are not confidential or private. Placing a "confidential statement" at the end of an email does not control whether a communication is exempt from the PRA. Email communications related to HCCD business can be distributed and/or forwarded without permission of the sender.

When system problems occur, such as hardware or software failure or attacks by malicious users, the IT staff, who maintain the e-mail servers, are authorized to look at any information and any files on District computers that are necessary to solve the problems and to protect the systems and the information they contain. It is part of the system administrator's job to do this and to treat any information on the systems as confidential.

In addition to the authorized actions of the District's system administrator, e-mail can end up in the hands of computing staff if it was inaccurately addressed and if it could not be delivered.

Personal Use of Computer and Network Resources
Brief and occasional personal use of District computer and network resources is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense or harm to the District or otherwise violates District policy or procedure.

**Appropriate Use**
Hartnell extends to students, faculty, and staff the privilege to use its computers and network. When you are provided access to our campus network, you are enabled to send and receive electronic mail messages around the world, share in the exchange of ideas through electronic news groups, and use Web browsers and other Internet tools to search and find needed information.

The Internet is a very large set of connected computers, whose users make up a worldwide community. In addition to formal policies, regulations, and laws that govern your use of computers and networks, the Internet user community observes informal standards of conduct. These standards are based on common understandings of appropriate, considerate behavior that evolved in the early days of the Internet, when the internet was used mainly by an academic and highly technical community. The Internet now has a much wider variety of users, but the early codes of conduct persist, crossing boundaries of geography and government, in order to make using the Internet a positive, productive, experience. You are expected to comply with these informal standards and be a "good citizen" of the Internet.
**Enforcement**
Penalties may be imposed under one or more of the following: California Education Code regulations, Hartnell regulations, California law, or the laws of the United States. Minor infractions of this policy or those that appear accidental in nature are typically handled informally by electronic mail or in-person discussions. More serious infractions are handled via formal procedures. In some situations, it may be necessary to suspend account privileges to prevent ongoing misuse while the situation is under investigation. Infractions by students may result in the temporary or permanent restriction of access privileges, notification of a student's academic advisor and/or referral of the situation to the Office of Student Affairs. Those by a faculty or staff member may result in referral to the department head or administrative officer. Offenses that are in violation of local, state, or federal laws may result in the restriction of computing privileges, and will be reported to the appropriate District and law enforcement authorities.

**Reporting Misuse**
A user who asserts that the District or District personnel have violated this policy shall file a complaint with his or her immediate supervisor with a copy to Human Resources and a copy to the employee’s bargaining unit in the event the alleged violator is an employee or Student Affairs in the event the violator is a student. The administration will contact the alleged violator to discuss the complaint. The supervisor/administrator of the complainant shall initiate an investigation if necessary and determine an appropriate remedy/resolution in consultation with the appropriate Vice President. In cases where the supervisor/administrator is part of the complaint, the complaint shall be filed with the next level of supervision for investigation and resolution and/or remedy. The complainant shall be informed in writing 1) of the initiation of the investigation, and 2) of its outcome as appropriate, with copies to the appropriate Vice President and the employee’s case the correct bargaining unit. Complainants dissatisfied with the resolution/remedy have full recourse to relevant contractual protections and/or legal action.

**Dissemination and User Acknowledgment**
All users shall be provided copies of these procedures and be directed to familiarize themselves with them.

Students shall acknowledge acceptance of BP/AP 3720 electronically when accessing District computer and network resources. Employees shall acknowledge acceptance of BP/AP 3720 during the employment process.

**Disclosure**
*No Expectation of Privacy*
The District reserves the right to monitor all use of the District network systems and computers to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the District network and computer.
resources. The District will exercise this right only for legitimate District purposes including, but not limited to, ensuring compliance with this procedure and the integrity and security of the system.

Possibility of Disclosure
Users must be aware of the possibility of unintended disclosure of communications.

Retrieval
It is possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.

Public Records
The California Public Records Act (Government Code Sections 6250 et seq.) includes computer transmissions in the definition of “public record” and nonexempt communications made on the District network and computer must be disclosed if requested by a member of the public.

Litigation
Computer transmissions and electronically stored information may be discoverable in litigation.

See Board Policy 3720

Approved by the Superintendent/President: April 2, 2014
Computer and Network Use Agreement

I have received and read a copy of the Hartnell Community College District Administrative Procedure 3720, Computer and Network Use, adopted by the Board of Trustees, and recognize and understand the guidelines.

I agree to abide by the standards set in the procedure for the duration of my employment and/or enrollment.

I am aware that violations of this Computer and Network Use Procedure may subject me to disciplinary action including, but not limited to, revocation of my network account up to and including prosecution for violation of State and/or Federal law.

_______________________________  ________________________
Signature                                Date

_______________________________
Name (Printed)
Application for Classified Positions

General Information and Instructions

<table>
<thead>
<tr>
<th>Position applied for</th>
<th>Filing deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Applications are accepted only for positions that are currently open.</td>
<td>6. A separate application is required for each position; copies are acceptable. Indicate the position title on each application.</td>
</tr>
<tr>
<td>2. All application materials (refer to job announcement) must be received in the Human Resources office by 4:30 p.m. on the filing deadline.</td>
<td>7. Allow a minimum of two weeks after the filing deadline to be contacted about your application status.</td>
</tr>
<tr>
<td>3. Please type or print with black or blue ink.</td>
<td>8. Don’t forget to sign and date your application.</td>
</tr>
<tr>
<td>4. Fill out application completely. Do not indicate “See Resume.”</td>
<td>9. Contact us to request an accommodation, if needed.</td>
</tr>
<tr>
<td>5. Incomplete or illegible applications may not be considered.</td>
<td>10. Information or documentation not solicited may not be considered.</td>
</tr>
</tbody>
</table>

Personal Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Last ↑</th>
<th>First ↑</th>
<th>Middle ↑</th>
<th>Other Name(s) Used ↑</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Address</td>
<td>Number and Street ↑</td>
<td>City ↑</td>
<td>State ↑</td>
<td>Zip ↑</td>
</tr>
<tr>
<td>Telephone (Day)</td>
<td>( )</td>
<td>–</td>
<td>E-Mail Address ↓</td>
<td></td>
</tr>
<tr>
<td>Telephone (Evening)</td>
<td>( )</td>
<td>–</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Education (List in reverse chronological order)

| Did you graduate from high school or do you possess a GED or equivalent? | Yes | No | If no, enter the highest grade you completed – |
| Name of Institution | Location City/State | Diploma/ Degree Received | Major |
| Foreign Languages |
| Speak | Write |
| Read | Fluencty | Excellent | Good | Fair |

Office Skills - List typing speed and programs you can use proficiently

<table>
<thead>
<tr>
<th>Typing Speed</th>
<th>net wpm</th>
<th>Database</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word Processing</td>
<td>Internet</td>
<td></td>
</tr>
<tr>
<td>Spreadsheet</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Operating System</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Special Skills, Certifications or Licenses related to Job Applying for
**Employment History**

List your experience for the last 10 years, listing most recent employment first. Provide your complete employment history even if you attach a resume. If you had more than one position with the same employer, list each position separately. If more space is needed, continue on a copy or blank sheet of paper using the same format.

<table>
<thead>
<tr>
<th>Position/Title</th>
<th>Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>End Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor's Name and Title</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

Description of duties performed

Reason for leaving

<table>
<thead>
<tr>
<th>Position/Title</th>
<th>Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
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Description of duties performed

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</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

Description of duties performed

Reason for leaving
General Information

- Are you able, upon employment, to submit verification that you are a United States citizen or are eligible to work in the United States?  
  The Immigration Reform and Control Act (IRCA) requires the College to obtain original documentation from every employee which verifies identity and authorizes employment in the United States.
  ![Yes/No Options]

- Have you ever been dismissed from employment or resigned in lieu of being dismissed for inefficiency, delinquency, or misconduct?  If “yes” explain below.*
  A yes answer will not automatically preclude you from employment consideration.
  ![Yes/No Options]

- Does the College employ a relative of yours?  If “yes” give name and relationship below.*
  College policy prohibits the employment of relatives (by blood, marriage, adoption, etc.) when such employment would cause one relative to be in a position in which he/she could influence the fiscal or personnel status of the other.
  ![Yes/No Options]

- The College is hereby authorized to contact my present employer.  Exception(s) made below.*
  ![Yes/No Options]

- The College is hereby authorized to contact my past employers.  Exception(s) made below.*
  ![Yes/No Options]

- The College is hereby authorized to contact other references.
  ![Yes/No Options]

- Have you ever been employed by or does the College currently employ you?  
  Dates of Employment
  Position(s)
  Area / Lab / Department
  *Remarks/Explanations:  (Add additional pages as needed.)

Certification and Agreement of Applicant (Please read carefully before signing.)

This application and all supporting documents become the property of Hartnell Community College District ("the District") and will not be returned.

Certification:  I hereby certify that all statements made on this application and any attachments are true and complete to the best of my knowledge.  I understand that any false, incomplete, or incorrect statement may result in my dismissal from employment with the District.  
I authorize the District to investigate my references, work record, education, performance evaluations, or any other matters relating to my suitability for employment.  I authorize and direct my former or current employers and educational institutions to release to the District any information they may have concerning my employment or education.  I also authorize the District to obtain and review any documents or records, including driving records, which are applicable to my employment.  I release the parties listed above from any and all liability related to supplying or gathering any information about my suitability for employment.  
I also understand that an incomplete application may delay or prevent employment opportunities with the District.  I hereby release the District, as well as those contacted by the District, from any liability or damage that may result from providing or using the information requested.

Today’s Date
Print your Name
Signature
The following information will be helpful for Hartnell Community College in evaluating its hiring practices and in preparing reports requested by law for the State and Federal Government. The information will be confidential. This form will not be a part of your application file and will not be seen by anyone involved in the selection process. Your cooperation by providing the information on a voluntary basis will be appreciated.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position applied for:</td>
<td>☐ Full–time ☐ Part–time</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal:</th>
<th>☐ Male ☐ Female</th>
<th>☐ Yes ☐ No</th>
<th>Over 40 years of age? ☐ Yes ☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you a person with a disability?</td>
<td>☐ Yes ☐ No</td>
<td><em>As defined in the Americans with Disabilities Act of 1990, a disabled person is one who: (1) Has a physical or mental impairment which substantially limits one or more major life activities; (2) Has a record of such an impairment; or (3) Is regarded as having such an impairment.</em></td>
<td></td>
</tr>
<tr>
<td>If yes, do you need any accommodation(s)?</td>
<td>☐ Yes ☐ No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, please contact the phone number provided on Page 1 of this application.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Race/Ethnicity:**

**What is your Race/Ethnicity? (Check one or more)**

- ☐ Mexican, Mexican-American, Chicano
- ☐ American-Indian/Alaskan
- ☐ Asian Cambodian
- ☐ Asian Chinese
- ☐ Asian Filipino
- ☐ Asian Indian
- ☐ Asian Japanese
- ☐ Asian Hawaiian
- ☐ Asian Korean
- ☐ Asian Laotian
- ☐ Asian Other
- ☐ Asian Vietnamese
- ☐ Black or African American
- ☐ Central American
- ☐ Hispanic Other
- ☐ Pacific Islander Guamanian
- ☐ Pacific Islander Hawaiian
- ☐ Pacific Islander Other
- ☐ Pacific Islander Samoan
- ☐ South American
- ☐ White – Non-Hispanic
- ☐ Asian Other

<table>
<thead>
<tr>
<th>Status:</th>
<th>☐ Veteran ☐ Non-Veteran</th>
</tr>
</thead>
</table>

**Recruitment Information:**

<table>
<thead>
<tr>
<th>How did you hear about this position/job?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Visit to Hartnell’s HR Office</td>
</tr>
<tr>
<td>☐ Friend/Word of Mouth</td>
</tr>
<tr>
<td>☐ EDD/CalJobs</td>
</tr>
<tr>
<td>☐ Ad in Local Publication/Newspaper (please identify)</td>
</tr>
<tr>
<td>☐ Internet (please specify Web address(URL)</td>
</tr>
<tr>
<td>☐ Professional Organization (please identify)</td>
</tr>
</tbody>
</table>

We appreciate your assistance in providing statistics to help us improve our recruitment efforts.

□ I decline to complete this form  

Signature

HR-41 4 12/17