

New Hire Form

Complete this form after you have offered one of the below positions to an individual and the position has been accepted. This form will be used by HR to start the onboarding process including all required new hire paperwork. Send completed new hire forms to hrep@ccd.edu.

Position Type: Adjunct Hourly Student Hourly Work-Study
 No Pay Concurrent Enrollment No Pay Volunteer

Individual's Name: _____

Position Title within Applicant Tracking System: _____

Campus Office Location: _____ Campus Phone #: _____

Campus Address w/ Campus Box: _____

Supervisor Name: _____

Center / Department Name: _____

OM/AA¹ Name, if applicable: _____

¹Office Manager / Administrative Assistant

Org #²: _____ Org Owner²: _____

²For adjunct, hourly, student-hourly & work-study only

Tentative Start Date³: _____

³ A successful background check must be received and all required paperwork must be completed prior to the start date. The start date will be delayed if all required paperwork is not completed. You will be notified when all required items within the online onboarding system, have been completed for this individual.