

## Faculty Employment Checklist

Peralta Community College District, Office of Human Resources, 333 East 8<sup>th</sup> Street, Oakland, CA 94606

To Prospective New Faculty Employees:

Upon receipt and approval of the personnel action form (ePAF), **a staff member from Human Resources will contact you to schedule an intake appointment with you** to come in and complete the employment documents. Please contact your Dean if you have any questions or concerns prior to your appointment.

In order to facilitate and complete this intake appointment, a checklist is provided below regarding the required documents for employment. After being offered employment, you must be fingerprinted and processed through the Department of Justice. This service is called **“Live Scan.”** You must use our form to insure the results be sent to us. The form may be **downloaded** here: [PCCD Livescan-Faculty-Classified.pdf](http://PCCD Livescan-Faculty-Classified.pdf). Take it to the nearest public Live Scan site at your convenience. Visit <https://oag.ca.gov/fingerprints/locations> to identify nearby sites. Make sure to call the site ahead to find out the complete cost of the service. Review the documents below and bring with you as many on the checklist as you can provide when you come in for your appointment with Human Resources.

- Online Faculty Application
- Proof of eligibility to work in the U.S. (Example: valid picture I.D. and Social Security Card)
- Proof of completion of Live Scan fingerprint processing to the Department of Justice using the Live Scan form provided by **Peralta Community College District**.
- Tuberculosis Test Result (within the past 60 days)
- Medical Examination Form (Required if not previously employed in an academic position in CA)
- Official Transcripts of your complete academic background (Associate’s, Bachelor’s, Master’s and/or Doctorate, as well as any other post-baccalaureate units). **Please have the transcripts sent to you but do not open them so they remain official and then bring them to your intake appointment.** \*Foreign degree(s) must be evaluated by an official foreign credentials/transcripts evaluation and translation service.
- Verification of Related Work experience letter per the sample on the next page
- Voided check for electronic payroll deposit (optional)
- If you are interested in benefits, contact the Benefits office within 30 days of your start date at 510-587-7838 for information.

### Directions to the Peralta Community College District Office of Human Resources

<b>FROM THE NORTH</b>	<b>FROM THE SOUTH</b>
Highway 80 West to Highway 580 East; 580 East to Highway 980 West; 980 West to Highway 880 South; On the right, Exit at Jackson Street. Stay in the left lane on 5 <sup>th</sup> Street. At the 3 <sup>rd</sup> traffic light, turn left (under the freeway) onto Oak Street. Drive to 7 <sup>th</sup> Street and turn right on 7 <sup>th</sup> Street. 7 <sup>th</sup> Street becomes East 8 <sup>th</sup> Street. Laney College will be on your left. Drive past the Laney Parking lot on your right. Turn right where sign reads “Peralta Community College District, 333 E. 8 <sup>th</sup> Street.”	Highway 880 North to Oak Street; Turn right onto Oak Street. Turn right onto 7 <sup>th</sup> Street. 7 <sup>th</sup> Street becomes East 8 <sup>th</sup> Street. Laney College will be on your left. Drive past the Laney Parking lot on your right. Turn right where sign reads “Peralta Community College District, 333 E. 8 <sup>th</sup> Street.”

This is not a form to be filled in. The letter must be written on the employer's letterhead which bears the employer's name, address, and phone number.

This sample letter contains the information required by the Peralta Community College District Office of Human Resources for salary placement and in some cases to meet minimum qualifications.

**SAMPLE**

**To Whom It May Concern:**

This will verify that \_\_\_\_\_ (name) \_\_\_\_\_ was employed beginning (month, day, year) and ending (month, day, year) on a (full-time/part-time) basis. (If part-time, his/her employment consisted of (percent (%)) of full-time.) The job title is/was (job title) .

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Title)**

\_\_\_\_\_  
**(Firm)**

\_\_\_\_\_  
**(Date)**