



18422 BEAR VALLEY ROAD, VICTORVILLE, CA 92395-5849 (760) 245-4271, ext. 2455

Instructions for a Student Hire Packet

Please read the following instructions prior to completing a student hire orientation packet.

Read the following documents; be sure to keep for your files regarding:

- Harassment Pamphlet
- Allegation-of-Discrimination-or-Sexual-Harassment-Complaint-ProcedureWorkers Compensation Pamphlet
- New Hire Pamphlet
- Drug Alcohol-Free Workplace
- Emergency Procedures
- Pay Stub and W-2 Secured Server Access
- Payroll Schedule for Hourly Pay

Fill out and return the following forms to Human Resources located in building 10:

- Form I-9, Employment Eligibility Verification (***Fill out Section 1 only***) ***With the I-9 form please read page 5 (List of Acceptable Documents) and be sure to bring with you to the acceptable documents listed to the Human Resources department .***
- Form W-4, 2008 (***Fill out bottom of form***)
- Employee Personal Information Sheet
- Acknowledge Signature Sheets RE: (Drug/Alcohol Free work place/Anti-Drug abuse act certification, Prohibition of Harassment policy and procedures and Worker's Compensation Information Verification.)
- Oath of Allegiance for Persons Employed by a School District
- Designation of Beneficiary (Voluntary)
- EEO Status Declaration (Voluntary)