

**NEW HIRE/REHIRE INSTRUCTIONAL STUDENT
ASSISTANT (ISA) EMPLOYMENT FORMS**
PLEASE COMPLETE AND RETURN THE FORMS CHECKED BELOW



Please complete, sign, date and return all requested forms and documents checked below by the date noted in your New/Rehired on-boarding email from Human Resources. Employment forms below can be accessed through the following HR Website: [NEW EMPLOYEE ORIENTATION](#).

New Hires ✓ Here Upon Completion	HR Required Forms	NEW HIRE/REHIRE ONBOARDING EMPLOYMENT FORMS CHECKLIST Use this list to check off all required and voluntary forms. <i>Please be sure forms are signed and dated.</i>
	✓	Authorization To Use Privately Owned Vehicles On State Business
	✓	Computer & Electronic Mail Usage Agreement
	✓	Designation of Person Authorized to Receive Warrants – This document authorizes the release of all warrants (excluding refund of employee retirement contributions and payment of death benefits) to a designee.
	✓	Direct Deposit – Complete sections A, B, C if you would like your check to be deposited directly. <i>(Form must be accompanied by a voided check or documentation from the employee’s financial institution certifying the routing and account numbers)</i>
	✓	EEO/AAP/Disability - Disability Self-Identification Form
	✓	EEO/AAP - Self-Identification Form
	✓	EEO/AAP/Disability/Veterans - Veteran Self-Identification Form
	✓	Employee Action Request – Complete “New Employee,” Sections C-I.
	✓	Employee Demographic and Emergency and Education Information
	✓	I-9 Employment Eligibility Verification (Form I-9)- List of Documents Link to be sent to your email. Employee completes section 1 only. HR will need to see a Valid ID and Social Security Card. The Social Security card is used to verify your name and social security number as it is used as your taxpayer ID with the CSU.
	N/A	License: All Required Licenses must be submitted prior to the beginning of work
	✓	EO 1083 - Statement Acknowledging Requirement to Report Child Abuse and Neglect <i>(For Limited Reporters Only)</i>
	✓	Oath of Allegiance and Declaration of Permission to Work for Persons Employed by the State of California – As required by the Constitution of California, every State employee, except legally employed noncitizens, must sign an oath or affirmation before he or she enters upon the duties of his or her State employment.
	N/A	Parking:
	N/A	Reciprocal Self-Certification Form (CalPERS)
	✓	Statement Concerning Your Employment in a Job Not Covered by Social Security
SECTION III: Complete these forms only if directed/checked – “Accurate Background”		
	✓	Background - (REQUIRED): A link and log in will be emailed to you from the background check organization “Accurate.” They will provide you with an on-line authorization/information form which requires your timely completion. All hires must complete this process. Please watch for this email!
	N/A	Disposition of Pay for Sea Training Period
EMPLOYEE POLICIES AND PROCEDURES:		
	✓	Policy Acknowledgement Checklist - The Policy Acknowledgement Checklist contains a listing of Cal Maritime on-line policy statements with which all employees are expected to review. Please review the listed policies and procedures statements <u>and</u> complete and sign the Policy Acknowledgement Checklist. Return your completed form to HR along with the hiring documents above. REQUIRED
COMPLETE AND BRING ALL DOCUMENTS TO YOUR NEW HIRE ORIENTATION APPOINTMENT, UNLESS OTHERWISE REQUESTED		MAILING ADDRESS HR Employment Services 200 Maritime Academy Dr.; Vallejo, CA 94590