

STUDENT EMPLOYMENT PACKET



Instructions: This is a fillable pdf file. Be sure to read and follow all instructions carefully.

Please do not fill out this packet until you have been offered (and have accepted) a student employment position.

If you have been hired for a student position at an FHDA campus where you have *not* worked recently, please complete the following steps before you start working. If you have worked as a student employee at that campus within the past 3 years, you do not need to fill out a new Student Employment Packet. However, you do need to receive a new job card from the Financial Aid Office. The new job card must be completed and returned to the Financial Aid Office **before** you can start working. All jobs end on or before June 30th of the academic year in which they are begun.

Note: For payroll purposes, all student employees must have a valid Social Security Number (SSN). To help us verify that the SSN we have for you is valid, we request that you bring your original Social Security card with you when you turn in your Student Employment Packet. If your SSN is not yet in our database, please take your Social Security Card to your college's Admissions & Records Office to have your SSN recorded **before** submitting your Student Employment Packet.

STEP 1. COMPLETE, PRINT, AND SIGN THE STUDENT EMPLOYMENT PACKET

Please type in as much information as possible on the following pages, print them (no need to print this page of instructions), fill out any remaining items, and sign where indicated.

The packet includes the following pages:

- Student Employee Information Sheet
- Diversity Survey (optional)
- New Student Employee Certification (open the link provided and read the required sections of the Student Employment Policies & Procedures manual before signing)
- Federal W-4 Form and California DE-4 Form (required for tax purposes)

You can download a complete set of instructions for both forms at:

https://www.ftb.ca.gov/individuals/wsc/adjst_wgs.shtml

Special instructions for International Students:

When filling out the **W-4** (Federal Tax) form:

- * Line 3: check "Single"
- * Line 5: enter "1"
- * Line 6: enter "NRA"

When filling out the **DE-4** (California Tax) form:

- * Line 1: enter "1"

- Employee Acknowledgment of Responsibility for Confidentiality of College Records and Computer Passwords (read carefully, then sign)
- Employment Eligibility Verification (Form I-9): Completion required by the U.S. DHS to work in the United States (fill out only the first page of the two-page I-9; the second page is to be filled out by the Financial Aid Office).

STEP 2. SUBMIT THE PACKET WITH DOCUMENTATION TO THE FINANCIAL AID OFFICE

You must bring your choice of required **original** documents with you when you meet with the Student Employment representative at the Financial Aid Office so that the I-9 form can be completed. For a list of acceptable documents:

- 1) Go to <http://www.uscis.gov/files/form/i-9.pdf>
- 2) See page 9 of the linked form for a list of acceptable documents. You will need one from List A **or** one each from Lists B and C. (Many students find it easiest to bring in their Social Security Card and Driver License.) You can also use this link to learn more about the I-9.

Note: If your Social Security Card says any of the following, it **cannot** be used as a List C document:

- * Not valid for employment
- * Valid for work only with INS authorization
- * Valid for work only with DHS authorization

International Students are required to present their original I-20 Form, I-94, and Passport to complete their I-9.

Students who are under the age of 18 will also need to submit a copy of their high school diploma or work permit.

STEP 3. RETURN YOUR COMPLETED JOB ASSIGNMENT CARD TO THE FINANCIAL AID OFFICE

You can **not** begin working until the Financial Aid Office has **received** your job assignment card—signed by you and completed by your employer. If your employer is in a rush to have you start, you might be asked to hand deliver your card.

We recommend that all students use **Direct Deposit** to avoid paycheck loss or delay.

You can set up direct deposit via the "Employee" tab in your MyPortal after you have logged in to your timesheet.

To learn about available **Health Insurance Marketplace Coverage** (the "Exchange") options, please see:
<http://fhdafiles.fhda.edu/downloads/benefits/HealthCareExchangefinalver.pdf>



FINANCIAL AID

De Anza College: Baldwin Winery Building
Phone: 408.864.8718
Foothill College: Student Services Building, 8100
Phone: 650.949.7245

STUDENT EMPLOYMENT PACKET

STUDENT EMPLOYEE INFORMATION SHEET

1. Employee Information

Social Security # _____ Date of Birth _____
First Name _____ Middle _____ Last _____
Email _____ Telephone _____
Address _____ City/State/Zip _____

2. Person to contact in case of emergency

Name _____ Relationship to Student _____
Address _____ City/State/Zip _____
Telephone _____

3. Loyalty Oath(Required under Government Code Section 3102)

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 or 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.

Signature _____ Date _____

4. Relative Hiring

Do you have any relatives employed by the Foothill-De Anza Community College District? If yes, list below.

Name _____ Dept _____ College _____

5. Conviction Information

Have you ever been convicted of a crime? (You do not need to disclose convictions arising out of minor violations of the Vehicle code, but you do need to disclose all misdemeanor and felony convictions, even those later set aside under Penal code Section 1203.4) Convictions are not an automatic bar to employment. [] No [] Yes

If yes, please explain _____

Signature _____ Date _____