

## 1.0 Pre-Employment Processing Requirements

- 1.1 Loyalty Oath - The employee must sign an oath of allegiance required by law.
- 1.2 Payroll Information - The employee must complete a W-4 Form and a DE-4 Form for federal and state withholding taxes.
- 1.3 Transcripts - Official transcripts of all undergraduate and graduate work must be filed with the District Human Resources Office.
- 1.4 Verification of Teaching and/or Work Experience - The employee must submit to the District Human Resources Office verification of prior teaching and administrative experience, as well as work experience related to the field of instruction.
- 1.5 Verification of Military Service Credit - Employees who claim military service must submit a copy of their discharge papers and complete a Statement of Military Service. (Educ. Code 87407)
- 1.6 All pre-employment processing requirements as specified above must be completed and submitted to the District Human Resources Office within sixty (60) days of date of hire.

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LRCCD

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Policy Reviewed:

Adm. Regulation None