



Employment Data Sheet – Temporary Short-Term/Substitute Classified

Employee ID #: _____

Department/Division Use Only

Requisition #:	_____	Employment Start Date:	_____
Position Code:	_____	Employment End Date:	_____
Position Title:	_____	Hourly Rate:	_____
Department/Division:	_____		
Location:	_____		
Supervisor:	_____		
Account Code:	_____	Percent:	_____
	_____	Percent:	_____
	_____	Percent:	_____

Name: _____
Last First Middle

Mailing Address: _____
Street City State Zip

Home Address (if different): _____
Street City State Zip

Cell Phone #: _____ Email Address: _____

How would you prefer to receive your paycheck? ☐ Pick up in Payroll ☐ Direct Deposit ☐ Mail to Mailing Address Listed Above

Emergency Notification

Name: _____ Address: _____
Relationship: _____ Phone #: _____

Are you currently an active member of:

PERS (Public Employees Retirement System): ☐ Full-time ☐ Part-time/Member not Employed ☐ Retired PERS ☐ No
STRS (State Teachers Retirement System): ☐ Full-time ☐ Part-time/ Member not Employed ☐ Retired STRS ☐ No

Do you have any relative(s) employed by the District? ☐ Yes ☐ No

If yes, name(s) and relationship(s): _____

Have you had a conviction for an offense other than traffic violations? ☐ Yes ☐ No

If yes, has it been cleared by the Director of Human Resources? ☐ Yes ☐ No

(Clearance is required prior to beginning employment. Failure to obtain clearance may be cause for dismissal.)

I declare that the information I have given is true and complete.

Employee Signature: _____ Date: _____

Authorized signature for the Redwoods Community College District

Human Resources Signature: _____ Date: _____