



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

Home Phone #: _____ Cell Phone #: _____

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: _____