

q Contract Faculty
q Adjunct Faculty

Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301-4099

r Bakersfield College
r Cerro Coso College
r Porterville College

Request for Authorization to Employ Academic Personnel

ALL of the following elements must be completed prior to performing work assignment for the Kern Community College District.

Completion Date	Employment Date	Social Security Number	
Full Legal Name		Date of Birth	
Address			
City		State	Zip Code
Home Telephone ()	Work Telephone ()	Recommended Salary Placement Class _____ Step _____	

Statements regarding gender, citizenship, ethnicity, and disability status must be completed on the Equal Employment Opportunity (EEO) Survey and attached to this form.

Element Checklist	
<ul style="list-style-type: none">q I-9 Form on Fileq Employment Applicationq Fingerprint Cardq EEO Surveyq T.B.q Oathq W-4 Form (and/or DE-4)q Retirement Formq DD-214, Military Release	<ul style="list-style-type: none">q Transcriptsq Credential Document (attached)q Minimum Qualification(s) (state DISCIPLINE) _____ _____q Equivalency (approved Certification of Equivalency must be attached) _____ _____

Comments

Signature of Preparer	Date
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