Peralta Community College District

Peralta Student Intern Pool

Application Process:

1. Complete an online application at www.peralta.edu
    (https://peraltaccd.peopleadmin.com/postings/2673)
    The position is labeled as **"Peralta Student Intern Pool"**

2. If a student receives a job offer to work as an intern, the college/department will provide the student copies of the hiring forms to complete.

3. The college of department will generate an ePAF with all the required information. Verify information on the ePAF *(Job title, code, pay rate, dates, cost center code, comments, etc.)*

    College/Department Rep Responsibilities:
The hiring forms listed below **SHOULD ONLY BE** given to student interns who have received a job offer.

- ❖ W-4 – complete, signed & dated by the student intern.

- ❖ I-9 – Page 7(sect 1) by the student intern and page 8 (sect 2) by the college/department rep.

- ❖ Oath – signed and dated by the student intern and college/department rep.

- ❖ New Employee Acknowledgement Form – signed and dated

- ❖ College ID, California ID or Driver's License & Social Security card **(make copies)**

- ❖ Livescan form

- ❖ Conviction History Forms

The college/department will forward the completed forms for processing to:
Elizabeth Palafox, HR Generalist, Office of Human Resources.

Hiring Guidelines for Student Interns

Human Resources

PERALTA COMMUNITY COLLEGE DISTRICT

PERALTA STUDENT INTERN POOL

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

If you would like to bookmark this position for later review, click on the **Bookmark** link. To email this position to a friend, click on the **Email to a Friend** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

Bookmark this Posting | Print Preview | Apply for this Job

Please see Special Instructions for more details.

APPLICATION PROCEDURES

1. Required documents may include:

· Current resume of experience, formal education/training and qualifications.
· Copies of supporting credentials, if applicable.

Note: A written evaluation by an official foreign credentials/transcripts evaluation and translation service must be submitted for Foreign Degree(s) (non-U.S. degrees) by the application deadline date.

2. Applications for this position will only be accepted through the online process.
3. Travel expenses for the interview and selection process will be borne by the candidates.
4. Skype or phone interviews are not permitted.

Appointment to the position is conditional upon the approval of the Chancellor.

CONDITIONS OF EMPLOYMENT
Employees must satisfy all pre-employment requirements to work for the District which include, but are not limited to, the following items:

REQUIRED FOR ALL EMPLOYEES
Tuberculosis Examination: Prior to employment, the successful candidate will be required to submit evidence (either skin test or X-ray report) of being free of tuberculosis within the past sixty (60) days. The TB test is a condition of employment and any expense must be borne by the successful candidate.

Fingerprinting Requirement:

As a condition of employment, all employees working for community colleges in the State of California are required to be fingerprinted within the first ten (10) working days of the date of employment pursuant to Education Code Section 88024. The District Office of Human Resources processes fingerprints electronically. During the employment intake process, new employees will be given information to have their fingerprints taken at another location.

Immigration Requirement: According to the Immigration Reform and Control Act, the Peralta Community College District is required to verify that all new employees are:

1) A citizen or national of the United States;
2) An alien lawfully admitted for permanent residence in the United States; or
3) An alien authorized by the U.S. Citizenship and Immigration Service to work in the United States.

All new employees are required to complete and sign a verification form and provide documentation attesting that he/she is a United States citizen, national, or an alien lawfully authorized to work in the United States.

District Policy: A Social Security Card will be required following selection and prior to completion of the hiring process. The employment process cannot be completed without a copy of the Social Security Card on file in the Office of Human Resources.