

**From:** [Carla Castillo](#)  
**To:** [Janeal Blue](#)  
**Subject:** Onboarding - [Name of Job title]  
**Date:** Tuesday, March 29, 2022 10:41:33 AM  
**Attachments:** [CSEA CLASSIFIED 2021.pdf](#)  
[IMG TB Form.pdf](#)  
[image001.png](#)

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Good Afternoon [Name],

Congratulations on being selected for the [Job Title] position with Allan Hancock College. Thank you for taking the time to discuss your offer.

Linked below are the Districts health and benefits information and CSEA Agreement:

- [EE Benefits](#)
- [EE Health plans](#)
- [CSEA Agreement](#)

Please find the following packet to initiate your onboarding with Allan Hancock College. In this packet you will find the following information:

- Welcome Letter
- Mission Statement
- Release of Criminal Information\*
- Tuberculosis Screening Announcement\*
- Health and Physical Treatment Form – Friday, October 22 at 2:15 p.m. Please print form and bring to IMG.
- I-9 \* - Please call to relay Social Security number only
- Employee Information Sheet\*
- Confirmation of Receipt of Policies\*
- Oath of Office \*
- Confidentiality Form\*
- AHC Email Agreement\*
- Payroll Documents
  - W4\*
  - EDD Withholding\*
  - Distribution Request\*
  - Retirement Status worksheet\*
  - Last Check Designation\*

As part of your onboarding process you will also receive a link from GoodHire to complete your background check. If you have any questions please feel free to reach out.

Once you fill out your new hire paperwork please email all documents back to [carla.castillo@hancockcollege.edu](mailto:carla.castillo@hancockcollege.edu).

\*Indicates the need to return this form to Human Resources.

Thank you,

## **Carla Castillo**

**Human Resources Technician**  
Human Resources

T 1-805-922-6966 ext. 3321

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