



## Student Employment Document Checklist

### NEW STUDENT WORKERS

- SMC Student Employment Application/Contract
- W-4 form (federal withholding)
- DE-4 (state withholding)
- Student Employee Emergency Information/Warrant Recipient Designation form
- Proof of Employment Eligibility Identification
- I-9 Employment Verification form
- Disclosure of Conviction Record form
- Confidentiality Memo of Understanding form
- Confidentiality Agreement form
- Mandated Reporter Status form
- Student Leave form
- Notice of Exclusion from CalPERS Membership
- FERPA Training Completion email ([FERPA online quiz can be found on the Student Employment > Students page](#))
- Live Scan Fingerprint form (pink copy) [Campus police for scanning 10-11am & 2-3pm call 310.434.4608 for appt.](#)
- TB Test Results form [SMC Health Office 9-12pm Mon & Tues ONLY](#)  
**\*Required only for the Center for Students with disabilities or departments that work with children or food\*\*\***

### INTERNATIONAL STUDENTS (F-1) must also include copies of these documents:

- I-20 Form
- I-94 Form
- Foreign Passport

### CONTINUING STUDENT WORKERS

- SMC Student Employment Application/Contract
- Mandated Reporter Status form
- Student Leave form
- FERPA Training Completion email