



SHORT-TERM, SUBSTITUTE & PROFESSIONAL EXPERT NOTICE OF EMPLOYMENT

HUMAN RESOURCES

Work Location: District Office West Valley Mission

Assignment: Professional Expert
Max: 160 working days per fiscal year Project Based
Max: 160 working days per fiscal year Periodic*
Max: 160 working days per fiscal year
*Coaching Assistant, Theater staff, and College for Kids

Seasonal*
Max: 45 peak days per 6 month period
*Student Services, Learning Resources and Classroom Tech. Support Substitute for Active Employee
Max: 160 working days per fiscal year Substitute for Vacant Position
Max: 60 calendar days per fiscal year
Attach a Personnel Requisition/Recruitment Form

Tutor
Max: 160 working days per fiscal year
Tutorial Services / LATC

Name of Active Employee

Name of Former Employee

Position ID# / Banner POSN#

Position ID# / Banner POSN#

Short-term Employee Information:

Last Name

First Name

M.I.

Social Security Number

Banner G#

Address (Street, City, State, Zip)

Phone Number

Email Address

Cell Number

Gender: Male Female

1. Previously on District payroll? Yes No

2. Relatives employed by District? Yes No

3. Fingerprinted by the District? Yes No

Birthdate: _____
Mo Day Year

If Yes, Name: _____

Department: _____

Position Title / Services to be performed: _____
(Refer to salary schedules for appropriate job title)

Describe duties: _____

Start Date: _____ End Date: _____ Department: _____

Compensation Recommended:

(Total Salary = # of hrs x hrly rate + benefits @ 6.960%)

Hourly: Range _____ \$ _____ Daily Rate: \$ _____

Frequency of Payment: Monthly Completion of Service Amount not to exceed: \$ _____

Total Salary: \$ _____

Budget Information

Account Number: _____ %

Account Number: _____ %

Financial Analyst / Management Analyst

Initials/Date

(Funds must be verified prior to obtaining authorization signatures below.)

Authorization:

Name of Supervisor: _____ Ext. _____ Signature: _____ Date: _____

Supv. Banner POSN# _____

Budget Administrator: _____ Signature: _____ Date: _____

Vice Pres. / Pres. / Vice Chan. / Designee: _____ Signature: _____ Date: _____

Human Resources Processing:

TB Date: _____ I-9 Date: _____ Fingerprint Date: _____

Human Resources Approval: _____ Date: _____



SHORT TERM
Please be prepared to be at the Hiring Hub
for approx. 1-1 ½ hours

ITEMS NEEDED PRIOR TO ARRIVING AT THE HIRING HUB

- TB Exam Results (Please select ONE of the three boxes)
 - Completed TB Screening through District Health Center (Forms will be provided during hiring hub). This process has a fee of \$35.00 please bring payment with you to hiring hub
 - Provide a copy of a TB exam that you have had completed within the last 90 days.
 - Complete a TB exam through your own insurance. (Please note, the District is not responsible for any fees that arise with this option)
- Receipt Confirming Live Scan Process Completed. *(for all workers in custodial, Child Development and in positions handling money. There is no fee for this service through the District)*

Please contact the Police Services at 408-741-2685 or livescan@wvm.edu to make an appointment for livescan.

- Original Social Security Card
- Form of Photo ID (Ex: Drivers License, Passport, Work Authorization Card, etc.)
- Voided Check if you are intending on signing up for Direct Deposit

Hiring hub dates – West Valley - Administration Building

- 8/4/22 – 9:00am to 3:30pm
- 8/11/22 – 9:00am to 3:30pm
- 8/18/22 – 9:00am to 3:30pm
- 8/25/22 – 9:00am to 3:30pm
- 9/1/22 – 9:00am to 3:30pm
- 9/8/22 – 9:00am to 3:30pm
- 9/15/22 – 9:00am to 3:30 pm
- 9/22/22 – 9:00am to 3:30pm
- 9/29/22 - 9:00am to 3:30pm

Hiring hub dates – Mission College- Located at SEC 340

- 8/2/22 – 9:00am to 3:30pm
- 8/9/22 – 9:00am to 3:30pm
- 8/16/22 – 9:00am to 3:30pm
- 8/23/22 – 9:00am to 3:30pm
- 8/30/22 - 9:00am to 3:30pm
- 9/6/22 – 9:00am to 3:30pm
- 9/13/22 – 9:00am to 3:30 pm
- 9/20/22 – 9:00am to 3:30pm
- 9/27/22 - 9:00am to 3:30pm

Any Questions Please Contact:
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danielle.ramirezking@wvm.edu

