

## Cambridge Public Schools

### NEW EMPLOYMENT CHECKLIST (employees working less than 20 hours per week)

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#### Employment/Payroll Forms

- New Hire Employment Data Form
- W-4: Employee's Withholding Allowance Certificate (for federal tax withholding)
- M-4P: Massachusetts Withholding Exemption Certificate (for state tax withholding)
- Form I-9: Employment Eligibility Verification (*you must **personally** present one or more original forms of identification - see I-9 Form, page 4 for a list of acceptable documents*)
- Mandatory Deferred Compensation Enrollment Form
- CORI Request Form (Criminal Offender Record Information Form)
- Direct Deposit Request Form
- Voluntary Affirmative Action Form
- State Ethics Commission Acknowledgement Form

#### Employment Documentation

- General Application
- Resume
- Copy of Undergraduate Transcript(s) (*required for all Instructional Aide positions*)