



**CITY OF SANTA CLARITA**  
**Part-Time, Temporary, and Seasonal (PTS)**  
**Instructions – New Hire Paperwork**  
*Youth Employment*

Attached is a “Reading” and a “Signature” file. It is advised to be knowledgeable about all material in the Reading file prior to moving forward to the Signature file.

It may help to print out these instructions to refer to as you complete paperwork.

**FORM:**

**HOW TO COMPLETE:**

<b>W-4</b>	Indicate number of exemptions on line 5. If claiming “Exempt,” indicate on line 7 and leave line 5 blank. Sign/Date and bring to paperwork session.
<b>Payroll Auto Deposit</b>	Optional. If interested, bring to paperwork session.
<b>Personal Information</b>	Complete the information required and bring to paperwork session.
<b>Form I-9</b>	Complete ONLY Section 1 on page 7. Instructions included. Because we utilize E-Verify, they require we verify with an original photo ID and a Social Security card. Bring pages 7 and 8 and documents to paperwork session.
<b>Livescan/Supplemental Appln.</b>	Complete “Applicant Information” and page 2 through 7 and bring to paperwork session.
<b>Work Permit</b>	<b>If under age of 18*</b> , 1)complete the top portion of the request for Work Permit form; 2)Have parent/guardian complete their section; 3)Turn into school counseling office for them to issue OFFICIAL Work Permit and bring to paperwork session. <b>*If you are under the age of 18 but have graduated from High School, please bring a copy of your diploma. You will <u>not</u> need a work permit if you are over the age of 18.</b>
<b>Authorization for TB Test</b>	You will be required to show proof of negative TB result within the last 2 years. If you do not have this and do not have access to a medical provider, you can have the test performed at US HealthWorks for \$26. Your other option is to have completed by your own physician. Once TB test is completed, bring test result to paperwork session.
<b>Photo Release</b>	If under age of 18, have parent/guardian sign and bring to paperwork session.
<b>Mandated Reporting Requirements</b>	Read the Requirements. Requires you to report suspected child abuse.
<b>Mandated Rep.-Acknowledgement</b>	Sign/Date and bring to paperwork session.
<b>Health Insurance Marketplace</b>	INFORMATION ONLY. We are required to share this information with you.
<b>Paid Sick Leave Eligibility</b>	INFORMATION ONLY about City’s Sick Leave. Read eligibility requirements.
<b>PTS Policies/Procedures</b>	INFORMATION ONLY
<b>Harassment Policy</b>	Read the Policy.
<b>Harassment-Acknowledgement</b>	Sign/Date and bring to paperwork session.
<b>Drug-Free Policy</b>	Read the Policy.
<b>Drug-Acknowledgement</b>	Sign/Date and bring to paperwork session.
<b>Electronics Policy</b>	Read the Policy.
<b>Electronics-Acknowledgement</b>	Sign/Date and bring to paperwork session.
<b>GPS- Policy</b>	Read the Policy.
<b>GPS-Acknowledgement</b>	Sign/Date and bring to paperwork session.

**Fraud Policy**

Read the Policy.

**Fraud-Acknowledgement**

Sign/Date and bring to paperwork session.

**Worker's Compensation**

INFORMATION ONLY about City's Worker's Compensation