



WEST CONTRA COSTA PUBLIC EDUCATION FUND

217C W Richmond Ave, Richmond, CA 94801

Phone: 510-233-1464 • Fax: 510-217-3996 • Email: [finance@edfundwest.org](mailto:finance@edfundwest.org) • Website: [www.edfundwest.org](http://www.edfundwest.org)

### EMPLOYMENT INFORMATION FORM

All employees who will receive paychecks issued by The Ed. Fund must submit the following four documents to The Ed. Fund before any paychecks will be issued:

1. The Ed Fund Employment Form (this document)
2. An up-to-date W-4 form
3. A US Dept. of Justice Employment Eligibility Verification Form (I-9)
4. Proof of WCCUSD fingerprint clearance, or a copy of your current WCCUSD badge

Name (please print): _____		
<i>First</i>	<i>Middle</i>	<i>Last</i>
*Home Address: _____		
<i>Street</i>	<i>Apt. #</i>	
_____		_____
<i>City</i>	<i>Zip</i>	
*Phone Number: (Day) (____) _____ (Evening) (____) _____ (Cell #): _____		
Fax: _____ Email: _____		
Social Security #: _____ Hourly rate of pay: _____ <b>OR</b> Monthly Stipend _____		
Person to contact in case of emergency (please print):		
_____		Phone Number: _____
<i>First name</i>	<i>Last name</i>	
_____		_____
<i>Your signature</i>	<i>Date</i>	

Mail your Employment Form, W-4 form, I-9 Form, and proof of fingerprint clearance to The Ed Fund at the address above **OR** give your completed forms to the Site Manager who will submit the forms to The Ed. Fund.

\*Notify The Ed. Fund and your Site Manager if your address and/or phone number changes from what you have written on this form. The Ed. Fund will send your paycheck to the address indicated on this form.