



WEST CONTRA COSTA PUBLIC EDUCATION FUND

1400 Marina Way South, Richmond, CA 94804

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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: _____ OR 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.