Mesa Community College
Human Resources Referral Form
Non-Instructional

Department Information:

Department ___________________________ Department Chair or Manager (HRMS) ___________________________

Individual Information:

(LAST name , FIRST name - Middle initial or name)
(Please ASK the recommended individual for his or her FULL NAME as it appears on his or her Social Security Card. No "nicknames" please!)

(*If currently employed at any MCCCD location, check employee type:
☐ FT Fac ☐ MAT ☐ PSA/M&O/Crafts/Safety ☐ Adj Fac
☐ Other: ___________________________

Note: Please check with the MCC Human Resources department before hiring a current MCCCD employee for an additional work assignment. Federal and/or State law and/or MCCCD/MCC policies may affect eligibility for additional work assignments.

Prior MCCCD Work Experience:
Has this individual previously worked at any location in the Maricopa Community College District? ☐ Yes* -or- ☐ No
If Yes, list location(s): ___________________________

(*If currently employed at any MCCCD location, check employee type:
☐ FT Fac ☐ MAT ☐ PSA/M&O/Crafts/Safety ☐ Adj Fac
☐ Temporary or Student Employee
☐ Other: ___________________________

Note: Please check with the MCC Human Resources department before hiring a current MCCCD employee for an additional work assignment. Federal and/or State law and/or MCCCD/MCC policies may affect eligibility for additional work assignments.

Work Assignment Information and Department Chair or Manager Certification:

Start Date: ___________________________ End Date*: ___________________________

*All temporary work assignments must end no later than June 30th of current fiscal year. Student assignments are by semester.

The individual listed above is recommended as:

Check (☑) One: Employee - to be Paid by MCCCD: (Must complete paperwork at MCC HR Department**)

☐ Hourly Work-Study Student Employee to be paid from FWS funds
☐ Hourly Student Employee to be paid from department account or grant via RPS
☐ Hourly Temporary Employee to be paid via RPS
☐ Temporary Employee to be paid via Special Services Assignment

☐ Non-Credit Instructor (Community Education or Workforce Development)
☐ Coach (Athletics: Head Coach, Assistant Coach, or Volunteer Coach)
☐ Other (list job duties): ___________________________

~OR~

Check (☑) One: Not to be Paid by MCCCD: (May not need to complete paperwork at MCC HR Dept. See Below***)

☐ Agency Temp ☐ Auditor ☐ Call Center ☐ Consultant
☐ Employee (District Memo email account)
☐ Vendor ☐ Volunteer

☐ Does the work assignment require access to MCCCD systems?

☐ Email (District Memo email account)
☐ Student Information System (SIS)
☐ WebCT/Blackboard
☐ Online Disclosures, such as FERPA
☐ Other (list): ___________________________

Based on my evaluation of the above individual's work related qualifications, I am recommending him/her for the status indicated, subject to verification of compliance with relevant laws and policies, and pending final approval by the MCC Administration. I understand that individuals recommended for hire as MCCCD employees are not permitted to begin working prior to completing all required new employee hiring paperwork, including Federal Form I-9 (Employment Eligibility Verification).

Signature of Department Chair or Department Manager ___________________________ Date ___________________________

MCC HR Forms 09/27/10
Please reproduce this form on pastel yellow paper only.

If you have any questions, please call the MCC HR Department and ask to speak to the HR Analyst assigned to serve your department.
WHO MUST complete an I-9 Form?

- Newly hired employees must complete Federal Form I-9.
- Former employees must reverify, update, or complete a new I-9.
- Current employees whose previous employment authorization has expired who are eligible to work under a new employment authorization must reverify, update, or complete a new I-9.

To complete Federal Form I-9 (Employment Eligibility Verification):

- bring one document from List A  ~ or ~
- bring two documents--one from List B and one from List C

You may not begin working prior to completing the I-9 Form. To complete Federal Form I-9, please bring your documents in person to the MCC HR Dept. Original, unexpired documents are required.

LIST A - Documents that Establish Both Identity and Employment Authorization:

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

LIST B - Documents that Establish Identity:

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

LIST C - Documents that Establish Employment Authorization:

1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security