



The sample forms provided as part of this presentation are intended merely for informational purposes. No representation is made as to the enforceability of these forms in any jurisdiction, and the materials should not be relied upon or construed as legal advice, or as a substitute for obtaining legal advice from an attorney licensed in the applicable jurisdiction(s).

California New-Hire Forms

1. [Notice to Employee \(Labor Code section 2810.5\) \(Spanish\) \(Vietnamese\)](#) – Available on the [DLSE Publications page](#).
2. DFEH: [Sexual Harassment Pamphlet \(Form DFEH 185\) \(or equivalent\)](#)
 - a. The Department of Fair Employment and Housing (DFEH) requires California employers to provide employees a sexual harassment information sheet entitled “Sexual Harassment: The Facts about Sexual Harassment.” [English](#) and [Spanish](#) versions of this form are available on the [DFEH Brochures and Posters page](#).
 - b. *However*, in lieu of the DFEH pamphlet, an employer may instead give an employee an alternative Notice of Policy against Harassment. The main difference is that by providing the equivalent to the state pamphlet, an employer can avoid giving the employees the state version, which has an unfortunate reference to suing your employer and recovering monetary compensation.
3. EDD: [Paid Family Leave Brochure \(Form DE 2511\)](#). Available on the [EDD Forms and Publications page](#).
4. EDD: [State Disability Insurance Pamphlet \(Form DE 2515\)](#). Available on the [EDD Forms and Publications page](#).
5. DWC: [Time of Hire Pamphlet \(PDF\) \(Word\) \(Spanish \(PDF\)\) \(Spanish \(Word\)\)](#) – The employer will need to complete pages 3, 4, and 5. Available on the [DWC website](#).
6. If the employer’s workers’ compensation carrier does not have a Medical Provider Network: [Notice of Personal Chiropractor or Personal Acupuncturist \(DWC Form 9783.1\) \(Spanish\)](#). Available on the [DWC Forms page](#).
7. [Notice of Predestination of Personal Physician \(DWC Form 9783\)](#). (This notice is also attached to the back of the Time of Hire Pamphlet). Available on the [DWC Forms page](#).
8. EDD: [Notice to Employees \(that Employer reports wage Credits for disability, etc.\) \(Form DE 1857A\) \(Chinese\) \(Spanish\) \(Vietnamese\)](#). Available on the [EDD Forms and Publications page](#).
9. EDD: [Notice to Employees \(regarding W-4\) \(Form DE 35\)](#). Available on the [EDD Forms and Publications page](#).

10. EDD: [Employee's Withholding Allowance Certificate \(Form DE 4\)](#). Available on the [EDD Forms and Publications page](#).
11. Workers' Compensation Brochure. The employer's worker's compensation insurance provider can provide a copy. A sample form, found online at the website of the State Compensation Insurance Fund, the largest worker's compensation insurer in the state, is available at <http://content.statefundca.com/pdf/e13176.pdf>. The brochure must **also** be given to employees at the time of a work-related injury.
12. Rights of Victims of Domestic Violence, Sexual Assault and Stalking. Must be provided on date of hire or if requested. [English](#) and [Spanish](#) versions of this form are available on the [DLSE publications page](#).

If you have any questions about this form, please contact: Betsy Johnson | Los Angeles, CA | Telephone: 213-438-1297 | E-mail: betsy.johnson@ogletree.com

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