

Time of Hire Notice (February 2024)

The *Time of Hire Notice* should be provided to all current employees if not previously provided and to any new hire. The *Time of Hire Notice* may be accessed on the California Division of Workers' Compensation (DWC) website in English and Spanish versions as fillable pdfs:

<https://www.dir.ca.gov/dwc/DWCPamphlets/TimeOfHireNotice.pdf>

https://www.dir.ca.gov/dwc/DWCPamphlets/TimeOfHireNotice_Spanish.pdf

Fillable field information:

English:

- Page 3 – Carrier Information - name, address, and telephone
- Page 4 – Non-Emergency treatment facility – name/location
- Page 5 – California DWC Information & Assistance Unit – location/telephone
 - Information & Assistance Unit Office location information can be accessed on the California DWC website: <https://www.dir.ca.gov/dwc/landA.html>
 - By phone at **1-800-736-7401**

Spanish:

- Page 3 – Carrier Information - name, address, and telephone
- Page 4 – Non-Emergency treatment facility – name/location
- Page 6 – California DWC Information & Assistance Unit – location/telephone
 - Information & Assistance Unit Office location information can be accessed on the California DWC website: <https://www.dir.ca.gov/dwc/landA.html>
 - By phone at **1-800-736-7401**