

San Diego Community College District

ONBOARDING NEW HIRES

Adjunct & NANCE

Personal Profile Form

Campus/Division:

1. Send the congratulatory email with attachments.
2. Next, complete the necessary new hire information below.
3. Use this information to initiate the Equifax New Hire Onboarding Packet.
4. Include this form with all new hire documents when forwarding to People, Culture, and Technology Services (HR), Employment.

APPLICANT FULL NAME [New hire should state name as it appears on Social Security Card.]

(First Name) (Middle Name) (Last Name) (Suffix)

SOCIAL SECURITY NUMBER _____

[SS# stated by applicant. Employer does not need to see card unless applicant elects to use the Social Security Card as part of I-9 Form identification.]

DATE of BIRTH _____
(mm/dd/yyyy)

EMAIL ADDRESS _____

Print your name / phone ext. Department Date