

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 (Manager) / phone ext.                      Department                      Date