

**San Diego Community College District**  
**PERSONAL PROFILE FORM**  
**ONBOARDING NEW HIRES (Adjunct / NANCE / Military)**

**Hiring Manager:**

This form is for new hires or those returning who have not been paid in the past 18 months.

1. Please have new hire complete the information (1 – 8) below.
2. Print hiring manager information in the space provided and obtain hiring manager's signature.
3. Route to the Business Office with the NANCE or Adjunct PAS sheet attached.

The Business Office will use the information provided below to send the congratulatory email with attachments, and initiate the Equifax onboarding new hire package.

**1. APPLICANT FULL NAME (as it appears on Social Security Card):**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
First Middle Last

**2. SOCIAL SECURITY #:** \_\_\_\_\_

[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.]

**3. DATE of BIRTH:** \_\_\_\_\_

[mm/dd/yyyy]

**4. E-MAIL ADDRESS:** \_\_\_\_\_

[Should be same e-mail address that applicant used (or will use) to apply for SDCCD job online.]

**5. ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**6. TELEPHONE NUMBER:** \_\_\_\_\_

**7. Are you here on an F-1 Visa (check one) YES \_\_\_\_\_ NO \_\_\_\_\_**

**If yes, please provide Employment Authorization Document**

**8. Have you ever been a student at SDCCD (check one) YES \_\_\_\_\_ NO \_\_\_\_\_**

\_\_\_\_\_ / \_\_\_\_\_

**Print Name of Hiring Manager/ Phone Ext.**

\_\_\_\_\_ / \_\_\_\_\_

**Dept or School**

**Date**

\_\_\_\_\_  
**Signature of Hiring Manager**

*Please copy \_\_\_\_\_ on email correspondences with this new hire.*

**For Business Office Only:**

- Semester or FY \_\_\_\_\_
- Congratulatory E-mail \_\_\_\_\_
- Equifax Initiation \_\_\_\_\_
- Live Scan Results \_\_\_\_\_

Admin Tech: \_\_\_\_\_

- Onboarding Appt \_\_\_\_\_
- Forward to District \_\_\_\_\_