



Request for New CalJOBS Staff Account

This request must be accompanied by a signed Confidentiality Statement.

Requesting Agency:	<input type="checkbox"/> AJCC – Eckerd Workforce Development <input type="checkbox"/> Youth – Eckerd Workforce Development <input type="checkbox"/> Department of Social Services <input type="checkbox"/> Other: _____
First Name:	
Last Name:	
Start Date:	
Job Title:	
Responsibilities:	<input type="checkbox"/> Front Desk / Resource Room <input type="checkbox"/> Individual Case Management (<i>WIOA Programs</i>) <input type="checkbox"/> Business Services (<i>WIOA Programs</i>) <input type="checkbox"/> Rapid Response <input type="checkbox"/> Clerical/Fiscal <input type="checkbox"/> Administrative (<i>DSS Only</i>) <input type="checkbox"/> Business Services (<i>Non-WIOA</i>) <input type="checkbox"/> Other: _____
Designated as a Supervisor? (<i>WIOA Programs</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email Address*:	
Phone Number:	
Primary Office Location:	
Additional Office Locations: (<i>If Applicable</i>)	_____ _____ _____
<p><i>* Must be an email address issued to the staff member by the requesting agency. Personal and/or third-party emails are not permitted.</i></p>	

Please complete and send this form to lross@co.slo.ca.us when requesting access to CalJOBS for a new staff member.