



## ***How to Apply Using a Paper Application***

Please assist the County of San Diego in reducing the number of applications that are printed by applying online if possible. Click [here](#) for First Time Online Applicant instructions.

1. Visit the County of San Diego Department of Human Resources office listed below to pick up an application.

Department of Human Resources  
County of San Diego  
1600 Pacific Highway, Room 207  
San Diego, CA 92101

2. Complete the application(s) and the Supplemental Application Form(s), if applicable.

**Note:** Applicants **MUST** provide sufficient information in the Education and/or Work Experience section of the application. Referencing an attached resume in lieu of entering the information in the fields provided is **NOT ACCEPTABLE** and will result in the applicant being **SCREENED OUT** from further consideration. Online applicants may copy and paste information from other documents.

3. Submit the application including all other required documents (diploma, transcripts, typing certificate, etc.) to the County Human Resources Office. In order for you to be considered, the application packet must be received by the filing deadline as indicated on the recruitment announcement.

- ***Submit application packet in person or by mail to the office listed below:***

Department of Human Resources  
County of San Diego  
1600 Pacific Highway, Room 207  
San Diego, CA 92101

- ***Submit application packet by fax to the number listed below:***

Department of Human Resources  
(619) 236-1195

***For additional information and/or questions regarding the online application, please contact the County of San Diego Department of Human Resources at (619) 236-2191.***