

**SAN MATEO-FOSTER CITY SCHOOL DISTRICT**

1170 Chess Drive, Foster City, CA 94404

(650) 312-7700 Ext. 1007 Fax (650) 655-3383

**CLASSIFIED APPLICATION FOR PARA-EDUCATORS**

**(Aides and Assistants)**

DATE \_\_\_\_\_

NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE# \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_ ALTERNATE PHONE# \_\_\_\_\_

Are you legally authorized to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been a member of the Public Employee’s Retirement System? \_\_\_\_\_

Have you ever been a member of the State Teacher’s Retirement System? \_\_\_\_\_

Have you withdrawn your funds from either system? Yes \_\_\_\_\_ No \_\_\_\_\_ When? \_\_\_\_\_

Have you retired from a California public agency and begun receiving retirement benefits? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, when did you retire and from which agency? \_\_\_\_\_

Have you ever been convicted of anything other than a minor traffic violation? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify \_\_\_\_\_

Are you employed now? \_\_\_\_\_ May we contact your present employer? \_\_\_\_\_

Languages you speak, other than English: \_\_\_\_\_ Write: \_\_\_\_\_

CHECK THE JOB CLASSIFICATION(S) YOU ARE APPLYING FOR: (Job descriptions are available in Human Resources for the following positions. You may check more than one).

Salary Range 33

\_\_\_ Pre-K Aide (Substitute Position)

Salary Range 35

\_\_\_ Food Service Assistant

\_\_\_ Para-educator I – Preschool

\_\_\_ Para-educator I – Extended Day (Annex)

\_\_\_ Office Aide

\_\_\_ Para-educator I - Student Supervision Aide

Salary Range 37

\_\_\_ Food Service Assistant (Middle School)

\_\_\_ Para-educator I

\_\_\_ Para-educator I – Bilingual

\_\_\_ Para-educator I – MS Library

\_\_\_ IMC (Instructional Materials Center) Aide

\_\_\_ Satellite Kitchen Operator

\_\_\_ Sr. Food Service Assistant (Central Kitchen)

Salary Range 39

\_\_\_ Accompanist (Middle School)

\_\_\_ Para-educator I – Exceptional Children

\_\_\_ Para-educator II – Computer

\_\_\_ Lead Sr. Food Service Assistant

Salary Range 40

\_\_\_ IMC Aide/Delivery Driver

\_\_\_ Para-educator I - Library Media Assistant (Elem.)

\_\_\_ School Office Assistant

\_\_\_ School Office Assistant – Bilingual

\_\_\_ Snack Bar Operator (Middle School)

Salary Range 41

\_\_\_ Para-educator II - Bilingual

\_\_\_ Para-educator II – Exceptional Children

\_\_\_ Para-educator II – PE

Salary Range 41-44

\_\_\_ Para-educator II - Lead Teacher - Annex

\_\_\_ Permit Teacher – Pre-School

\_\_\_ Para-educator I - Teacher – Extended Day

Salary Range 42

\_\_\_ Office Assistant

Salary Range 44

\_\_\_ Curriculum & Instruction Assistant

\_\_\_ Instructional Assistant/IMC Aide

Salary Range 45

\_\_\_ Food Production Supervisor

Salary Range 47

\_\_\_ Community Service Assistant

Salary Range 48

\_\_\_ Library/Instructional Media Technician

Salary Range 51

\_\_\_ Food Production Manager

Salary Range 52

\_\_\_ Early Learning Center Technician

Salary Range 61

\_\_\_ Speech Language Pathologist Assistant

<b><u>FOR HUMAN RESOURCES USE ONLY</u></b>	
Reading _____	Math _____
_____	_____
_____	_____
High School Diploma _____	GED _____
Clerical _____	Math _____ Typ _____
Food Service _____	Custodian _____
Degree _____	

HOURS PREFERRED: \_\_\_\_\_ GRADE LEVEL PREFERRED: K-5 \_\_\_\_\_ 6, 7, 8 \_\_\_\_\_

LIST SCHOOL(S) PREFERRED: \_\_\_\_\_

EDUCATIONAL PREPARATION:

Dates		Diploma / Degree	Subjects	Name / Location of School
From	To			

EMPLOYMENT:

(All types) – List in order, last or present employment first (add an additional page if necessary):

Dates		Position Held	Nature / Description of Work	Employer Name And Address	Supervisor's Name and Phone	Reason for Leaving
From	To					

REFERENCES (list the names of three persons not related to you, whom you have known at least one (1) year

Name	Address	Phone	Business	Years Acquainted
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I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I agree to have a T.B. test and to be fingerprinted before reporting to work.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**\*\*HIGH SCHOOL DIPLOMA OR EQUIVALENT DUE UPON APPLICATION**

A copy may be obtained by contacting your high school



SAN MATEO-FOSTER CITY SCHOOL DISTRICT

POSITION APPLIED FOR: \_\_\_\_\_

NAME: \_\_\_\_\_

As an evaluation of district's recruitment sources, you are requested to indicate below the method(s) by which this vacancy was communicated to you.

Newspaper (Name) \_\_\_\_\_  
Friend / Relative \_\_\_\_\_  
District Employee \_\_\_\_\_  
"CONTACT" \_\_\_\_\_  
(District information sheet)  
Routine Application \_\_\_\_\_

District Personnel Office \_\_\_\_\_  
Community Group (Name) \_\_\_\_\_  
Gov't Agency (Name) \_\_\_\_\_  
College Placement Office \_\_\_\_\_  
Other \_\_\_\_\_

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*The San Mateo-Foster City School District is an Equal Opportunity Employer and is governed by a policy which affirms that discrimination in any stage of the employment process is prohibited, and which ensures equality of opportunity to all persons regardless of race, color, religion, sex, age, national origin, ancestry, marital status, medical conditions, or physical handicap.*