

SAN MATEO-FOSTER CITY SCHOOL DISTRICT

Human Resources Department

INFORMATION FOR APPLICANTS FOR CLASSIFIED POSITIONS (NON-MANAGEMENT)

YOUR APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR FROM THE DATE OF YOUR APPLICATION.

If you are not successful in acquiring a position and wish your previously submitted application and accompanying materials to be kept on file, you must notify the Human Resources Department **before the expiration date** of your application. Also included with the notification should be:

1. Additional qualifications and/or experience acquired since completion of your last application.
2. Other relevant information to update your application.

If there are any vacancies in the area of your professional interest, your application will receive careful consideration. **You will be contacted by the Human Resources Department only if you are selected for an interview for a position.** Subsequent to the interview, you would be notified of the result. However, if you apply in response to a specific job announcement for a position, you will be notified of the result of the paper screening.

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.

SAN MATEO-FOSTER CITY SCHOOL DISTRICT

1170 Chess Drive
Foster City, CA 94404
(650)312-7777 x 1007

APPLICATION FOR CLASSIFIED POSITION
(Non-management)

Please answer all questions completely.

Date: _____

I. Personal Information:

Name: _____

(Last)

(First)

(Middle)

Present Address: _____

(Street)

(City)

(State)

(Zip)

Telephone Number: _____ Alternate Number: _____

E-mail Address: _____ Social Security #: _____

If hired, can you furnish proof of age? _____

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

Languages you speak, other than English? _____ Write? _____

Have you ever been convicted of anything other than a minor traffic violation? _____

If yes, please specify _____

Do you have a valid California Driver's License? _____

Do you have legal authorization to work in the U.S.A? _____

Have you been a member of the State Employees Retirement System? _____

If yes, which one? STRS ____ PERS ____ Have you withdrawn your retirement funds? _____

If yes, what was the approximate date? _____

Have you worked for the San Mateo-Foster City School District after 01/01/1957? _____

II. Position Applied For:

Full Time ____ Part Time ____ Substitute ____

If you are applying in response to a specific job announcement, please specify:

Job Title: _____ School/Department: _____

FOR HUMAN RESOURCES USE

High School Diploma _____ GED _____

Clerical _____ Math _____ Typ _____

Grounds _____ Custodian _____

Reading _____

Other: _____

III. Educational Preparation:

Circle Highest Grade Completed: 6 7 8 9 10 11 12 College: 1 2 3 4 .

Name of School/Location	Course of Study	From	To	Degree or Diploma

IV. Employment:

(List in order starting with your most recent/present employer, then previous employers. Use additional page if necessary)

From	To	Position Held	Work Description	Employer's Name/Address	Supervisor's Name/Phone	Reason Leaving

May we contact the employers/supervisors listed above? _____

If not, indicate which ones you **DO NOT** wish us to contact _____

V. References:

List three persons who are **NOT** related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under item IV.

Name	Address/Phone	Occupation/Business

VI. Please feel free to attach any other pertinent information that would assist the District in evaluating your candidacy.

VII. Occasionally the form of an application makes it difficult for an individual to adequately summarize his/her complete background. To assist the District in evaluating your qualifications, please use the space below to describe any information about your training, experience, abilities and interests.

VIII. I hereby certify that the information provided in this Application for Employment is true and correct and complete. If employed, any misstatements or omission of fact on the application may result in my dismissal.

Date: _____ Signature of Applicant: _____

SAN MATEO-FOSTER CITY SCHOOL DISTRICT

TO: ALL APPLICANTS FOR DISTRICT EMPLOYMENT

San Mateo-Foster City School District is an active participant in the Affirmative Action Program. In order to determine how many persons are applying for district jobs from different groups, and to comply more accurately with legal requirements, we are collecting data on ethnicity and sex from all applicants. Your response should reflect the way you perceive your own ethnic identification. If you are racially mixed, we suggest you choose whatever group you feel most closely identified with.

IT SHOULD BE CLEARLY UNDERSTOOD THAT YOU HAVE THE OPTION OF SUPPLYING OR NOT SUPPLYING THE INFORMATION REQUESTED BELOW. THE INFORMATION WILL BE USED STRICTLY FOR THE PURPOSES OF STATISTICAL ANALYSIS AND RESEARCH. IT WILL HAVE NO EFFECT ON YOUR JOB APPLICATION AND INFORMATION PROVIDED IN THIS FORM WILL BE MAINTAINED COMPLETELY SEPARATE FROM YOUR APPLICATION. ONLY THE BEST QUALIFIED CANDIDATES WILL BE RECOMMENDED FOR APPOINTMENT. THIS FORM WILL BE REMOVED FROM YOUR APPLICATION PRIOR TO REVIEW BY A PROGRAM MANAGER.

Thank you for your cooperation.

POSITION APPLIED

FOR: _____

NAME: _____ BIRTHDATE: _____ FEMALE _____ MALE _____

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 _____

Rev. 12/13/11bw

District Personnel Office _____

Community Group (Name) _____

Gov't Agency (Name) _____

College Placement Office _____

Other _____

