

SAN MATEO-FOSTER CITY SCHOOL DISTRICT

1170 Chess Drive, Foster City, CA 94404
(650) 312-7777 Ext. 1007x (650) 312-7724

CLASSIFIED APPLICATION FOR PARA-EDUCATORS
(Aides and Assistants)

DATE _____

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

NAME _____ SOCIAL SECURITY NO. _____

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Have you withdrawn your funds from either system? _____ When? _____

Have you worked for the San Mateo County School District after January 1, 1957? Yes ___ No ___

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

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

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

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 _____

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

Rev. 12/13/11bw

