Human Resources Department
330 West 20th Avenue
San Mateo, CA 94403
(650) 522-7260
Fax (650) 522-7261

CITY OF SAN MATEO

Employment Application

FOR OFFICE USE ONLY:
QUAL _____
DNQ _____
- ❑ Experience
- ❑ Training
- ❑ Other _____

www.cityofsanmateo.org
(650) 522-7778 (424) TDD

This application is part of the selection process. Print all answers accurately and legibly in dark ink or type. Provide all information requested. For additional space, attach extra sheets.

POSITION APPLYING FOR: ☐ **Full-Time** ☐ **Part-Time/Temporary**

NAME: (Please Print) **LAST** **FIRST** **MIDDLE**

ADDRESS: (Please Print) **STREET** **CITY** **STATE** **ZIP CODE**

EMAIL ADDRESS: **HOME PHONE:** **BUSINESS OR CELL PHONE:**

Are you over 18 years of age? ☐ **YES** ☐ **NO**
(Employment is subject to verification that you meet any legal age requirements for the job applied for)

DRIVER'S LICENSE NUMBER:

ARE YOU RELATED TO ANYONE EMPLOYED BY THE CITY OF SAN MATEO? ☐ **YES** ☐ **NO**

STATE: **CLASS:**

IF YES, PLEASE PROVIDE NAME AND RELATIONSHIP:

Are you a CalPERS (California Public Employees' Retirement System) retiree? ☐ **YES** ☐ **NO**

Are you now or have you ever been a member of CalPERS? ☐ **YES** ☐ **NO**

Have you ever been discharged or requested to resign from any position for misconduct or unsatisfactory service? ☐ YES ☐ NO
If "yes", please explain fully in the space provided or attach a separate page.

_____
_____
_____

EDUCATION AND TRAINING

HIGHEST GRADE COMPLETED: (circle)

High School	College	Graduate
1 2 3 4	1 2 3 4	1 2 3 4

NAME AND LOCATION OF HIGH SCHOOL:

DID YOU GRADUATE? ☐ YES ☐ NO ☐ GED

COLLEGES / UNIVERSITIES / BUSINESS OR TRADE SCHOOLS	FROM:	TO:	GRADUATED? YES	GRADUATED? NO	MAJOR	UNITS	TYPE OF DEGREE RECEIVED
			☐	☐			
			☐	☐			
			☐	☐			

LIST ANY SPECIAL SKILLS AND CURRENTLY VALID LICENSES, CERTIFICATES OR REGISTRATIONS RELEVANT TO THIS POSITION:

PLEASE COMPLETE IN FULL

WORK EXPERIENCE

Begin with your most recent experience.
List work record history and include any other pertinent experience. Failure to list work experience will be considered an incomplete application and subject to rejection.
A resume will not substitute for the information required in this section.
Resumes may be included, but do not write "See Resume" in lieu of completing the application.

NOTE: Work experience is based on 40 hours per week (pro-rated if less than 40 hours per week).

DATES EMPLOYED: FROM: _____ TO: _____		**EMPLOYER**	**ADDRESS AND TELEPHONE NUMBER:**
HOURS / WEEK:	**MONTHLY SALARY:** $	**TITLE:**	**REASON FOR LEAVING:**
SUPERVISOR:		**DUTIES:**	
NUMBER OF EMPLOYEES YOU SUPERVISED:		**MAY WE CONTACT YOUR CURRENT EMPLOYER?** ☐ YES ☐ NO	

DATES EMPLOYED: FROM: _____ TO: _____		**EMPLOYER**	**ADDRESS AND TELEPHONE NUMBER:**
HOURS / WEEK:	**MONTHLY SALARY:** $	**TITLE:**	**REASON FOR LEAVING:**
SUPERVISOR:		**DUTIES:**	
NUMBER OF EMPLOYEES YOU SUPERVISED:			

DATES EMPLOYED: FROM: _____ TO: _____		**EMPLOYER**	**ADDRESS AND TELEPHONE NUMBER:**
HOURS / WEEK:	**MONTHLY SALARY:** $	**TITLE:**	**REASON FOR LEAVING:**
SUPERVISOR:		**DUTIES:**	
NUMBER OF EMPLOYEES SUPERVISED:			

DATES EMPLOYED: FROM: _____ TO: _____		**EMPLOYER**	**ADDRESS AND TELEPHONE NUMBER:**
HOURS / WEEK:	**MONTHLY SALARY:** $	**TITLE:**	**REASON FOR LEAVING:**
SUPERVISOR:		**DUTIES:**	
NUMBER OF EMPLOYEES SUPERVISED:			

I hereby certify that, to the best of my knowledge that all statements made in this application are true and I agree and understand that any misstatement or omission of material fact will cause forfeiture on my part of all rights of employment with the City of San Mateo. I authorize investigation of all matters contained in this application. If offered a position, I further agree to submit to a complete medical examination by a City physician as a condition of employment. I further agree to be fingerprinted for a criminal background review, to sign an oath of office, and to furnish proof of age, education, and either citizenship or the legal right to work in the United States of America upon appointment.

Signature:_____ **Date:** _____

The City of San Mateo is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, applicants requiring accommodation for any part of the recruitment process must provide reasonable notice to the Human Resources Department in advance of the deadline for the part of the procedure requiring accommodation.

VETERAN'S PREFERENCE

Are you claiming Veteran's Preference? ☐ YES ☐ NO **If yes, you must provide a DD 214 when requested.**

EMPLOYMENT QUESTIONNAIRE

APPLICANT: Please complete both parts of this form. This information is voluntary and is gathered in accordance with State and Federal laws for the purpose of evaluating the effectiveness of our Equal Opportunity policy and recruitment efforts. This information will not be used for employment discussions.

Please indicate gender: ☐ Male ☐ Female

Please indicate the racial / ethnic category which you most closely identify with below (please check only one category).

☐ "**White"** (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

☐ "**Black"** (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

☐ **"Asian or Pacific Islanders"**: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

☐ **"American Indian or Alaskan Native"**: All persons having origins in any of the original peoples of North American and who maintain cultural identification through tribal affiliation or community recognition.
Please identify the tribe which you are affiliated with. _____

☐ **"Hispanic"**: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish origin, regardless of race.

☐ **OTHER/BI-RACIAL**: Persons who do not identify with any of the above categories or who have mixed or unknown racial / ethnic origins.

I heard about this job opening through:

CITY OF SAN MATEO RELATED

- ☐ Human Resources Department
- ☐ City Employee
- ☐ City Job Bulletin
- ☐ City Website
- ☐ Direct Mailer
- ☐ Job Fair
- ☐ Announcement at Library
- ☐ Announcement at Recreation Center

NEWSPAPERS

- ☐ San Francisco Examiner/Chronicle
- ☐ Oakland Tribune
- ☐ San Jose Mercury News
- ☐ Contra Costa Times
- ☐ Sacramento Bee

INTERNET

- ☐ CalOpps.org
- ☐ Craigslist.org
- ☐ Monster.com
- ☐ GovJobs.com
- ☐ HotJobs.com
- ☐ CareerBuilder.com

PUBLIC SECTOR PUBLICATIONS

- ☐ Jobs Available
- ☐ Western City
- ☐ ICMA Newsletter
- ☐ City & State

SPECIALIZED PUBLICATIONS

- ☐ The Recorder
- ☐ Daily Journal
- ☐ Planners Network
- ☐ A.P.A.

OTHER

- ☐ CA Job Journal
- ☐ (Please list)_____

Thank you for your assistance.

Signature: _____ Date: _____