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) MIDDLE LAST **FIRST** ADDRESS: (Please Print) ZIP CODE STREET CITY STATE **EMAIL ADDRESS: HOME PHONE: BUSINESS OR CELL PHONE:** Are you over 18 years of age? TYES NO DRIVER'S LICENSE NUMBER: (Employment is subject to verification that you meet any legal age requirements for the job applied for) 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? □NO ☐ YES Are you now or have you ever been a member of CalPERS? ☐ YES □ NO I have been convicted by a court of an offense. 

YES For each offense please list: the violation; the court (including military); the place and date of conviction; the penalty (fine, sentence, date(s) of probation), and the name under which convicted. You need not list a conviction when the record of such incident has been sealed in accordance with Penal Code sections 851.5 or 1203.45 nor if your record has been expunged pursuant to Health & Safety Code section 11361.5. Note that conviction is not necessarily a bar to employment. Each case is given individual consideration based on the job-relatedness of the offense. Notwithstanding any of the preceding, you need not disclose convictions that are over two years old, as of the date that you complete this application, for violations of Health and Safety Code sections 11357(b) or (c), 11360(c), 11364, 11365, or 11550, as related to marijuana prior to January 1, 1976, or a statutory predecessor to those statutes. Have you ever been discharged or requested to resign from any position for misconduct or unsatisfactory service? 

YES If "yes", please explain fully in the space provided or attach a separate page. **EDUCATION AND TRAINING** HIGHEST GRADE COMPLETED: ( circle) NAME AND LOCATION OF HIGH SCHOOL: DID YOU GRADUATE? High School College Graduate ☐ YES ☐ NO ☐ GED 1234 1234 1234 GRADUATED? MAJOR UNITS TYPE OF DEGREE RECEIVED COLLEGES / UNIVERSITIES / BUSINESS OR TRADE SCHOOLS TO: YES NO FROM: 

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

## 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: **EMPLOYER** ADDRESS AND TELEPHONE NUMBER: FROM: \_\_ TO: 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: **EMPLOYER** ADDRESS AND TELEPHONE NUMBER: FROM: TO: HOURS / WEEK: TITLE: MONTHLY SALARY: **REASON FOR LEAVING:** PLEASE COMPLETE IN FULI SUPERVISOR: DUTIES: NUMBER OF EMPLOYEES YOU SUPERVISED: DATES EMPLOYED: **EMPLOYER** ADDRESS AND TELEPHONE NUMBER: FROM: \_\_ HOURS / WEEK: MONTHLY SALARY: TITLE: REASON FOR LEAVING: SUPERVISOR: DUTIES: NUMBER OF EMPLOYEES SUPERVISED: DATES EMPLOYED: **EMPLOYER** ADDRESS AND TELEPHONE NUMBER: FROM: \_\_ 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, 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.

Are you claiming Veteran's Preference?	VETERAN'S PREFERENCE  ' ☐ YES ☐ NO If yes, yo	u must provide a DD 214 when requested	
EMPLOYMENT QUESTIONNAIRE			
	ting the effectiveness of our Equal Opp	ary and is gathered in accordance with Stat cortunity policy and recruitment efforts. This	
Please indicate gender:   Male Fer	male		
Please indicate the racial / ethnic category	which you most closely identify with be	low (please check only one category).	
"White" (not of Hispanic origin or the Middle East.	n): All persons having origins in any of	the original peoples of Europe, North Africa	
☐ "Black" (not of Hispanic origin	n): All persons having origins in any of t	he Black racial groups of Africa.	
	or the Pacific Islands. This area includ	e original peoples of the Far East, Southeases, for example, China, Japan, Korea, the	
	n <b>Native"</b> : All persons having origins in ultural identification through tribal affilia you are affiliated with.		
"Hispanic": All persons of Moregardless of race.	exican, Puerto Rican, Cuban, Central o	r South American, or other Spanish origin,	
OTHER/BI-RACIAL: Persons unknown racial / ethnic origins	who do not identify with any of the abo	ove categories or who have mixed or	
3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3			
I heard about this job opening throu	gh:		
CITY OF SAN MATEO RELATED	NEWSPAPERS	INTERNET	
☐ Human Resources Department	San Francisco Examiner/Chronicle	☐ CalOpps.org	
☐ City Employee	Oakland Tribune	☐ Craigslist.org	
☐ City Job Bulletin	San Jose Mercury News	☐ Monster.com	
☐ City Website	☐ Contra Costa Times	☐ GovJobs.com	
☐ Direct Mailer	Sacramento Bee	☐ HotJobs.com	
☐ Job Fair		Carpar Puilder com	
☐ Announcement at Library		CareerBuilder.com	
Announcement at Recreation Center			
PUBLIC SECTOR PUBLICATIONS	SPECIALIZED PUBLICATIONS		
Jobs Available	The Recorder	OTHER	
Western City	Daily Journal	CA Job Journal	
☐ ICMA Newsletter ☐ City & State	☐ Planners Network ☐ A.P.A.	☐ (Please list)	
City & State	□ A.F.A.		
hank you for your assistance.			
ignature:		Date:	