

Town of San Anselmo Employment Application

An Equal Opportunity Employer

Send all completed Application Materials to the Town of San Anselmo Human Resources Department 525 San Anselmo Avenue San Anselmo, CA 94960 415-257-4118 FAX 415-459-2477

INSTRUCTIONS TO APPLICANT: Type or print using black ink when completing the application. Incomplete or illegible applications will not be considered. Resumes are not accepted in lieu of any part of the standard or supplemental applications. Do not write "see resume" as a response to any application question. Applications must be received in the Human Resources Department no later than the filing date and time deadline date shown on the job announcement. Postmarks, faxes, and e-mails are not accepted, unless stated on the job announcement. Make copies of any applications materials you wish to keep before you submit your application. Submitted application materials will not be returned.

EXACT JOB TITLE APPLYING FOR _____

Personal Data Social Security # _____ - _____ - _____
Name _____ (Last) (First) (Middle Initial)
Mailing Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Business Phone _____
Driver's License No. _____ State _____ Exp. Date _____

Type of Employment (CHECK AT LEAST ONE BOX)

Regular, Full-Time Regular, Part-Time Extra-Hire (temporary)

Are you currently employed by the Town of San Anselmo as a regular (not extra-hire) employee? Yes No

Are there any Town Departments where you do not want to work? Yes No

If yes, Please specify: _____

Bilingual Ability (CIRCLE APPLICABLE SKILLS)

Please list languages (other than English) in which you are fluent.

1. _____ Read Write Speak
2. _____ Read Write Speak

H R Office use only

Analyst _____

Reasons for rejection (circle one)

Date received

Accepted _____ Rejected _____

No SAF Late Education

Typing Speed (nwpm) _____

Incomplete No DMV Experience Other _____

EDUCATION / BACKGROUND: Please read the requirements section on the job announcement before completing this section.

EDUCATION AND EXPERIENCE					
High School Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Passed High School Equivalency Tests? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Name and Location of College or University	Course of Study	Degree Awarded	Semester Units	Quarter Units	Did you Graduate?
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending
					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending
Business, Correspondence, Trade, Or Service Schools					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending
If the position for which you are applying has specific course requirements indicated on the job announcement, list the course (s) which satisfy these requirements, if they were not requested on the supplemental application.					
Please list current valid certificates of professional or vocational competence, licenses and expiration dates. (Include date of completion if requested on the job announcement flyer.)					
Title _____ Issuing Agency _____					
Date Issued _____ Expiration Date _____ ID # _____					
Title _____ Issuing Agency _____					
Date Issued _____ Expiration Date _____ ID # _____					

Additional Personal Information:

Are you at least 18 years of age? Yes No If No, please attach a copy of your work permit.

Are you a U.S. Citizen, or legally authorized to work in the United States? Yes No

At the time of appointment, all new employees will be required to furnish documentation verifying their identity and authorization to work in the United States.

Are any relatives currently employed by the Town of San Anselmo? Yes No

If yes, please list relative's name and relationship _____

Employment History:

Please list all job-related experience beginning with your most current employer, include volunteer assignments, on-the-job training and military service if these experiences are relevant to the position for which you are applying. To list additional employers, copy this page and attach to application

(1) MOST CURRENT

Name and Address of Organization			From _____ To _____	
			Month	Year
			Month	Year
# Hrs. worked per week _____				
Position Title	Supervisor Name/Title	Telephone Number	# of persons supervised _____	
			Monthly salary _____	
Description of your Duties				
Reason for leaving				

(2) NEXT PREVIOUS

Name and Address of Organization			From _____ To _____	
			Month	Year
			Month	Year
# of Hrs. worked per wk _____				
Position Title	Supervisor Name/Title	Telephone Number	# of persons supervised _____	
			Monthly salary _____	
Description of Your Duties:				
Reason For Leaving:				

(3) NEXT PREVIOUS

Name and Address of Organization			From _____ To _____	
			Month	Year
			Month	Year
# Hrs. worked per week _____				
Position Title	Supervisor Name/Title	Telephone Number	# of persons supervised _____	
			Monthly salary _____	
Description of your Duties:				
Reason For Leaving:				

Training and/or Special Skills: (For clerical positions only)

- Receptionist Adding Machine Shorthand _____ wpm General Typing _____ wpm
- Bookkeeping Other _____
- Computer Experience (type) _____ Software _____
- Word Processor Experience (type) _____

Please describe any additional information including additional training, memberships in professional organizations, certificates/licenses and/or special skills which you possess that you consider relevant to the position for which you are applying.

NOTE: Some positions may require possession of a valid California driver's license. Employees who drive on Town business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the Town including review of a recent DMV history. The Town will make reasonable accommodations for the known physical or mental limitations of a qualified applicant with a disability upon request. If a driver's license is required, at the time of the selection interview by the appointing authority, applicants will have to furnish a recent DMV driving record.

I hereby certify that the statements in this application are true. I agree, authorize and consent to investigation by the Town of San Anselmo of all statements contained in this application. I understand that falsification, misrepresentation or omission of facts called for may result in immediate removal of my application from consideration or immediate discharge from employment arising from this application. I agree and authorize the Town of San Anselmo to secure information related to this application and my experience, certification and/or licensure from former employers, personal and professional references, educational institutions, sources of certification or licensing and governmental/judicial agencies. I specifically agree, authorize and consent to the Town of San Anselmo's thorough investigation of whether I have a record of criminal conviction and if so, the nature of such criminal conviction and all surrounding circumstances available through lawful means and that a criminal record will not necessarily disqualify me from employment. I agree, authorize and consent to the foregoing parties to provide the requested information to the Town of San Anselmo and release them and the Town of San Anselmo from any liability arising there from. I understand that any offer of employment is considered tentative until satisfactorily passing a physical examination if necessary for the position at the Town of San Anselmo's expense.

Date: _____ Applicant's Signature _____

Print Name _____

Notify the Human Resources Department immediately of any changes in your status after you submit your application.