



## **IMPORTANT INSTRUCTIONS FOR COMPLETING EMPLOYMENT APPLICATION**

All candidates for employment with the Town of San Anselmo must comply with the following instructions:

1. Carefully read the entire job announcement. It has important information regarding the application requirements, any examination, and dates.
2. Type or print, using black ink, when completing the application. Check to see if a supplemental questionnaire is required. 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.
3. Carefully review job announcement and note degrees, diplomas, certifications specifically required. Applicants may be required to submit documentation of specified credentials prior to employment.
4. Completed applications should be submitted to:  
  
Human Resources Department  
Town of San Anselmo  
525 San Anselmo Avenue  
San Anselmo, CA 94960
5. It is the applicant’s responsibility to ensure that the completed application is received in the Human Resources Department prior to the deadline. Postmarks, faxes, and e-mails are not accepted, unless stated on the job announcement. Make copies of any application materials you wish to keep before you submit your application. Submitted application materials will not be returned.

## **EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE**

Section 1233 of the State of California Government Code provides that applicants for employment by, and incumbent employees of, public agencies may be solicited to voluntarily declare their ethnic identification, provided this information shall be for research and statistical purposes only.

Please complete this section. It will be detached and kept separate and confidential, and will not be used in any way to make employment decisions.

1. Position: \_\_\_\_\_

2. Date: \_\_\_\_\_

3. Sex:            Male                                  Female

4. Is your age 40 or over?

Yes                                  No

5. Are you able to perform the essential functions of the job with or without accommodation?

Yes                                  No

6. Will you require accommodations for testing?

Yes                                  No

7. Ethnic Category (Check only one category)

White

Black

Hispanic

Asian or Pacific Islander

American Indian or Alaskan Native

Other

8. How did you learn about this position?

Newspaper (specify) \_\_\_\_\_

Employee referral (specify) \_\_\_\_\_

Website (specify) \_\_\_\_\_

San Anselmo's Job Opportunities Line \_\_\_\_\_

Other (specify) \_\_\_\_\_

Employee # \_\_\_\_\_

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**Town of San Anselmo Employment Application**

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**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.

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**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 \_\_\_\_\_

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**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: \_\_\_\_\_

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**Bilingual Ability (CIRCLE APPLICABLE SKILLS)**

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

1. \_\_\_\_\_      Read      Write      Speak  
2. \_\_\_\_\_      Read      Write      Speak

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**H R Office use only**

**Date received**

Analyst \_\_\_\_\_

Reasons for rejection (circle one)

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.

<b>EDUCATION AND EXPERIENCE</b>					
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 <b>not</b> 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:**

As an adult have you ever been convicted of a felony?  Yes  No    Date (s) \_\_\_\_\_  
 If yes, please explain charges and circumstances \_\_\_\_\_

Conviction is not an automatic bar to employment. Each case is reviewed on the basis of job relatedness.

Have you ever been discharged or resigned in lieu of discharge?  Yes  No  
 If Yes, Please explain. \_\_\_\_\_

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			<b>From</b>		<b>To</b>	
			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			<u>From</u> _____		<u>To</u>	
			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			<b>From</b>		<b>To</b>	
			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:						

