ALL PROSPECTIVE APPLICANTS

It is the desire of the School District of Hayward to provide information necessary so each person can make an informed decision on whether he/she wishes to be a serious candidate for a position with the School District of Hayward.

No person shall be considered an applicant for any position unless the following have been completed:

☐ Letter of Application
☐ Resume (if available)
☐ Hayward School District Application Form
☐ Hayward School District Background Check Form
☐ Other information as requested by employer

Support staff applicants shall supply the following:

A limited number of applicants who appear to best fit the needs of the School District of Hayward shall be invited for a formal interview. Interviews are arranged by invitation through the respective building administrator or supervisor.

We appreciate your consideration of the Hayward School District and hope this information will assist you in the process of becoming an active applicant and possibly an employee of this District.

HAYWARD COMMUNITY SCHOOL DISTRICT

NON-INSTRUCTIONAL APPLICATION FOR EMPLOYMENT

The Hayward Community School District Policy #511 prohibits discrimination against any employee or applicant for employment. The Hayward Community School District is an Affirmative Action/Equal Opportunity Employer. No information provided here will be used in an unlawful manner.

PERSONAL DATA	Name Last Address Telephone	First	Initial .		
WORK PREFERENCES	Type of Work Prior Experience in this field? Are you seeking full-time employment? Summer Employment? What date would you be available to start work? Do you have any special skills or qualifications which would be relevant to this position? (NOTE: Opens district to disability discrimination)				
REFERENCES	Name Position/Title	Address	Telephone		
MILITARY	Military Services: Branch & Rank		Dates of service		
Interviewed By: Date: Possible Position: Comments:					

	School	Name & City	Course of Study	Last Year Attended	Did you Graduate?	Diploma Or Degrees?	
NOI	High			1 2 3 4			
EDUCATION	College			1 2 3 4			
ED	Other			1 2 3 4			
	List Below Present and Past Employment, Beginning with Your Most Recent Position:						
	1.	- Company	City • State Telephone				
		Type of Business	Your position with the Company				
	Dates Employed: From To						
	Name of Supervisor Reason for Leaving						
	List Below Present and Past Employment, Beginning with Your Most Recent Position:						
	2	- Company	City • State		Telepl	hone	
٧Ţ		Type of Business	Your position with the Company				
ОУМЕ	Dates Employed: From To						
MPL		Name of Supervisor	or Reason for Leaving				
IS E	List Below Present and Past Employment, Beginning with Your Most Recent Position:						
PREVIOUS EMPLOYMENT	3.	- Company	City • State		Telepl	- hone	
PR		Type of Business	Your position with the Company				
	Dates Employed: From To						
		Name of Supervisor	, R	eason for Leav	ing		
	List Below Present and Past Employment, Beginning with Your Most Recent Position:						
	4.	- Company	City • State		Telepl	hone	
		Type of Business	Your position with	the Company			
	Dates E	mployed: From	_ То				
		Name of Supervisor	R	eason for Leav	ring		

APPLICATION AUTHORIZATION

(READ CAREFULLY BEFORE SIGNING)

I certify that the facts contained in this application for employment at Hayward Community Schools are true and complete to the best of my knowledge. I understand that any misrepresentation, falsifications, or deliberate omissions will result in my disqualification for hire or immediate dismissal.

I authorize investigation of all statements herein. I also authorize by my signature below or a copy thereof, the organizations and individuals referred to herein to furnish information to the Hayward Community Schools which shall be held harmless should it, in processing this employment application, rely on information provided is inaccurate or erroneous.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview or in any policies, procedures or handbooks that I might receive, is intended to create an employment contract between the Hayward Community Schools and myself. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Hayward Community Schools. If an employment relationship is established, I understand that I have the right to terminate my employment at any time, for any reason or for no reason, and Hayward Community Schools retains a similar right regarding the discontinuation of my employment subject only to the terms permitted by law.

Signature	Date

It is the policy of Hayward Community Schools to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, creed, gender, sex, sexual orientation, national origin, marital status, pregnancy, ancestry, disability, genetic information, arrest record, military service, or any other reason prohibited by federal, state, or local law.