



830 Rosita Road, Pacifica, CA 94044 (650) 355-9432 psv.director@pacificasd.org

Employment Application

Name: _____
(Please print:) (First) (Last) (Middle Initial)

Address: _____
(Number and street name) (Apt. number if relevant) (City) (State) (ZIP code)

Phone Number: (____) _____ Email Address: _____

Position Applying for: _____

All employees of Pacifica School Volunteers must agree to meet the same requirements as volunteers including being fingerprinted, submitting a negative TB test result and provide proof of Covid vaccination.

Employment / Work History

List your work history in chronological order (most recent first). Include any work: e.g., paid employment, volunteer activities, self-employment, military service, etc. Please account for all time within the last 10 years whether you were employed or not. (Attach additional pages if necessary.)

Position	Dates of Employment	Employer/contact information	Highlight Major Responsibilities	Reason for leaving

Education/Training

Type and Location	Graduation date/year	Degree/Certificate	Major	Minor

(Please check Yes or No)

A. Do you have experience working in a non-profit organization?

Yes		No	
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If *Yes*, describe your position:

B. Are you proficient in keyboarding and computer software skills?

Yes		No	
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C. Are you proficient in essential computer skills? Check items in which you are proficient:

Yes		No	
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Microsoft Word Microsoft Excel Web Development Data Base Software

Other:

D. Are you multi-lingual? If *Yes*, specify languages:

Yes		No	
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E. Have you ever been dismissed or asked to resign from any position?

Yes		No	
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If *Yes*, please explain circumstance:

G. Do you have the legal right to be employed in the United States?

Yes		No	
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If *No*, please explain circumstance:

References

List below three references that are able to attest to your most recent training and/or experience:

(Name)	(Address)	(Phone Number)

I hereby certify that all statements made herein are true and correct to the best of my knowledge and authorize inquiries of all statements herein recorded. PSV may make a thorough inquiry of my entire work and related personal history and may verify all data given in my application for employment. I authorize such inquiries and release from liability any person giving or receiving the information. I understand that falsification and omission of data or information discovered as a result of these inquiries may prevent my being hired, or if hired, may subject me to immediate termination of employment.

Signature of Applicant _____ Date _____