



**Los Gatos-Saratoga Community
Education & Recreation
123 East Main Street
Los Gatos, CA 95030
Phone: (408)354-8700 Fax: (408)395-3828
www.lgsrecreation.org**

For Official Use Only

First Day of Work _____
Rate of Pay _____
Program _____
Certification _____
Classification _____
Check One APPLE PERS
Supervisor's Initials _____

APPLICATION FOR EMPLOYMENT

***Answer all items. *Application must be legible. *Type or print in black or dark blue ink. *Sign the application.**
*If you move, advise the Recreation Office immediately: otherwise you may lose your opportunity for employment.

POSITION APPLIED FOR: _____

NAME:	LAST	FIRST	M.I.
ADDRESS:	STREET	CITY/STATE	ZIP CODE
PHONES/EMAIL:	HOME	WORK	CELL EMAIL

Age (if under 18)	Social Security No.	When are you available for work?	Check type of work you will accept:	Full Time	Part Time
How did you hear of this opening?	District Employee	Newspaper/Journal	Announcement		Other

PLEASE CHECK YES OR NO. IF ADDITIONAL INFORMATION IS NEEDED TO ANSWER A QUESTION, USE THE SPACE PROVIDED.

	YES	NO		YES	NO
Have you ever been convicted of a felony or a misdemeanor? Do not list any misdemeanor settled in juvenile court. (If yes, explain below.)			Have you ever been convicted of a traffic violation? (If yes, explain below.) NOTE: A conviction will not automatically disqualify you. A false answer or perjury is likely to result in automatic disqualification. Number and nature or convictions, proximity in time, and relationship to job applied for will be considered.		
Have you ever been discharged or forced to resign from any job? (If yes, explain below.)					

EXPLANATION (Attach additional sheets of paper if necessary.)

RECORD OF EDUCATION

CIRCLE THE HIGHEST GRADE COMPLETED 1 2 3 4 5 6 7 8 9 10 11 12 OR MORE	HIGH SCHOOL GRADUATE PASSED HIGH SCHOOL EQUIVALENCY TEST	YES	NO	
HIGH SCHOOL ATTENDED _____	YOUR NAME WHILE ATTENDING _____	YES	NO	
ADDRESS _____	CITY _____ STATE _____	ZIP CODE _____		
NAME & LOCATION OF COLLEGE OR UNIVERSITY	MAJOR SUBJECT(S)	COMPLETED SEMESTER UNITS	COMPLETED QUARTER UNITS	DEGREE RECEIVED
BUSINESS, CORRESPONDENCE, TRADE OR SERVICE SCHOOLS				

RECORD OF CERTIFICATION OR OTHER APPLICABLE DOCUMENTATION

List applicable licenses, permits, ratings or certificates you possess (include information on teaching credentials to include authorized subjects and expiration date).

APPLICANT NAME: _____

EMPLOYMENT RECORD: Begin with your most recent job and go back at least seven years (include Volunteer work if appropriate and military service, attach supplemental sheet if necessary). DO NOT SAY "SEE ATTACHED RESUME" ON THE APPLICATION.

PRESENT OR LAST EMPLOYER _____	TYPE OF BUSINESS _____	ADDRESS & TELEPHONE _____
TITLE _____	START PAY _____	FINAL PAY _____ SUPERVISOR _____
DATE STARTED _____	DATE LEFT _____	HOURS IN WORK WEEK _____ REASON FOR LEAVING _____
DUTIES _____		NAME WHILE EMPLOYED _____

NEXT PREVIOUS EMPLOYER _____	TYPE OF BUSINESS _____	ADDRESS & TELEPHONE _____
TITLE _____	START PAY _____	FINAL PAY _____ SUPERVISOR _____
DATE STARTED _____	DATE LEFT _____	HOURS IN WORK WEEK _____ REASON FOR LEAVING _____
DUTIES _____		NAME WHILE EMPLOYED _____

NEXT PREVIOUS EMPLOYER _____	TYPE OF BUSINESS _____	ADDRESS & TELEPHONE _____
TITLE _____	START PAY _____	FINAL PAY _____ SUPERVISOR _____
DATE STARTED _____	DATE LEFT _____	HOURS IN WORK WEEK _____ REASON FOR LEAVING _____
DUTIES _____		NAME WHILE EMPLOYED _____

List any further education, training or experience you believe qualifies you for the position for which you are applying.

May we contact your employers? YES NO If no, indicate which one(s) you do not wish us to contact

In case of emergency, notify: Address & Telephone Number:	
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CHARACTER REFERENCES

NAME	ADDRESS	TELEPHONE	TYPE OF BUSINESS	YEARS AQUAINTED

REFERENCES AND EDUCATIONAL BACKGROUND CONSENT: "I voluntarily consent to allow LGS Recreation or any of it officers, employees or agents to check and verify my educational background and academic records as well as my references by contacting any person, educational institution, and organization they deem to be an appropriate contact or reference. I further authorize current and/or previous employers listed in this application and/or my resume to give any and all information concerning my current and previous employment to this prospective employer."

I HEREBY CERTIFY that the information on my application, on my resume and in my interviews is complete and true. I understand that any falsification or omission whenever discovered may result in discipline up to and including immediate termination. I understand that LGS Recreation has the right to search desks and work areas and also anything brought onto company premises, including handbags, briefcases, and automobiles. I understand that if hired I will be required to comply with all LGS Recreation rules and regulations. I understand that LGS Recreation benefits, rules and regulations may be changed, modified, deleted or added to by LGS Recreation at any time at LGS Recreation's sole option and without any prior notice. I understand that this application will be used to consider me for openings for only the next 60 days.

SIGNATURE: _____ **DATE:** _____

AN EQUAL OPPORTUNITY EMPLOYER: LGS Recreation does not discriminate on the basis of sex, race color, religious creed, national origin, ancestry, disability, medical condition or age in its employment practices. This policy of affording equal employment opportunities to all persons is in keeping with provisions of Title VII and Title IX Amendments of the United States Code which protect persons against discrimination.