

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:

Support staff applicants shall supply the following:

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

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.

	School	Name & City	Course of Study	Last Year Attended	Did you Graduate?	Diploma Or Degrees?
EDUCATION	High	_____	_____	1 2 3 4 □ □ □ □	_____	_____
	College	_____	_____	1 2 3 4 □ □ □ □	_____	_____
	Other	_____	_____	1 2 3 4 □ □ □ □	_____	_____

PREVIOUS EMPLOYMENT	<p>List Below Present and Past Employment, Beginning with Your Most Recent Position:</p> <p>1. _____ Company _____ City • State _____ Telephone</p> <p>_____ Type of Business _____ Your position with the Company</p> <p>Dates Employed: From _____ To _____</p> <p>_____ Name of Supervisor _____ Reason for Leaving</p>
	<p>List Below Present and Past Employment, Beginning with Your Most Recent Position:</p> <p>2. _____ Company _____ City • State _____ Telephone</p> <p>_____ Type of Business _____ Your position with the Company</p> <p>Dates Employed: From _____ To _____</p> <p>_____ Name of Supervisor _____ Reason for Leaving</p>
	<p>List Below Present and Past Employment, Beginning with Your Most Recent Position:</p> <p>3. _____ Company _____ City • State _____ Telephone</p> <p>_____ Type of Business _____ Your position with the Company</p> <p>Dates Employed: From _____ To _____</p> <p>_____ Name of Supervisor _____ Reason for Leaving</p>
	<p>List Below Present and Past Employment, Beginning with Your Most Recent Position:</p> <p>4. _____ Company _____ City • State _____ Telephone</p> <p>_____ Type of Business _____ Your position with the Company</p> <p>Dates Employed: From _____ To _____</p> <p>_____ Name of Supervisor _____ Reason for Leaving</p>

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.