



Employment Application

Email Completed Application to:
jobs@presidiotrust.gov

The Presidio Trust
103 Montgomery Street
San Francisco, CA 94129
(415) 561-5300

Position Title Of Job You Are Applying For

Date

APPLICANTS: Please complete this form in its entirety. Incomplete applications may not be considered. You may attach, but not substitute, a resume. Please type or print clearly. Read and sign the last page.

GENERAL INFORMATION

Full Name (Last, First, Middle Initial)

Home Telephone Number

Home Address: (City, State, and Zip Code)

Daytime or Message Telephone Number

Email address (required)

Are you a U.S. citizen? Yes No

Employment with the Presidio Trust is usually limited to citizens of the United States. Non-citizens may be hired under exceptional circumstances, such as when no qualified citizens are available.

If you are not a U.S. citizen please give the country of your citizenship. _____

Immigration law requires public employers to hire only individuals who are eligible to be employed. Questions about eligibility for employment under immigration law should be directed to the U.S. Citizenship and Immigration Services (USCIS).

Are you over 18 years old? Yes No

If you are under 18, you must have a valid work permit to be considered for employment.

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law requires that you must register with the Selective Service System, unless you meet certain exemptions.

Are you a male born after December 31, 1959? Yes No If "No" skip next two questions.

Have you registered with the Selective Service System Yes No If "No" answer next question.

What is your reason for not registering with the Selective Service System? _____

Have you ever been employed by the Presidio Trust before? Yes No

Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation? Yes No

Employment History

This section must be completed entirely. Do not substitute a resume. List all work experience, paid or unpaid, beginning with your current or most recent job. Include military experience as well as volunteer jobs that you wish to have considered as part of your qualifications for the position you are seeking.

Describe each job separately, emphasizing tasks and any supervisory, technical or other responsibilities. Explain all breaks in continuous employment. If more space is needed, additional pages can be added.

PRESENT OR LAST POSITION

EMPLOYER

FROM Month/Year

ADDRESS

TO Month/Year

YOUR TITLE

Full Time Part Time

SUPERVISOR'S NAME AND TELEPHONE

HRS/WEEK (If varied, indicate average)

DUTIES/RESPONSIBILITIES (Be specific):

Paid Unpaid

Per Hour:

Per Month:

Per Year:

REASON FOR LEAVING OR FOR CONSIDERING A CHANGE:

LAST YEARLY SALARY

EMPLOYER

FROM Month/Year

ADDRESS

TO Month/Year

YOUR TITLE

Full Time Part Time

SUPERVISOR'S NAME AND TELEPHONE

HRS/WEEK (If varied, indicate average)

DUTIES/RESPONSIBILITIES (Be specific):

Paid Unpaid

Per Hour:

Per Month:

Per Year:

REASON FOR LEAVING OR FOR CONSIDERING A CHANGE:

LAST YEARLY SALARY

EMPLOYER

FROM Month/Year

ADDRESS

TO Month/Year

YOUR TITLE

Full Time Part Time

SUPERVISOR'S NAME AND TELEPHONE
DUTIES/RESPONSIBILITIES (Be specific):

HRS/WEEK (If varied, indicate average)

Paid Unpaid

Per Hour: _____

Per Month: _____

Per Year: _____

REASON FOR LEAVING OR FOR CONSIDERING A CHANGE:

LAST YEARLY SALARY

EMPLOYER

FROM Month/Year

ADDRESS

TO Month/Year

YOUR TITLE

Full Time Part Time

SUPERVISOR'S NAME AND TELEPHONE
DUTIES/RESPONSIBILITIES (Be specific):

HRS/WEEK (If varied, indicate average)

Paid Unpaid

Per Hour: _____

Per Month: _____

Per Year: _____

REASON FOR LEAVING OR FOR CONSIDERING A CHANGE:

LAST YEARLY SALARY

Education

Mark highest level completed: Some HS HS/GED Associate Bachelor Master Doctoral

List all education, training, or other experience that illustrates your qualifications for the position. Include schools, degrees, military training, vocational or technical training programs, certification programs, relevant hobbies, etc. Give dates for each.

Last High School (HS)/GED school:

School's name	City, State, ZIP Code (if known)		Year Diploma/GED received
School Name	Total Credits (Semester/Quarter)	Major(s)	Degree and Year Received
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Job-Related Training Courses, Licenses, Certifications, Affiliations, and Memberships	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PLEASE READ CAREFULLY BEFORE SIGNING BELOW

The Presidio Trust is an equal opportunity employer and does not discriminate on the basis of sex, age, race and color, religion, sexual preference, marital status, national origin, disability, or veteran status.

By signing below, I certify that to the best of my knowledge and belief, all of my statements and answers in this application are true, correct, complete, and made in good faith. I understand that a false or fraudulent answer to any question or item on any part of this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment.

In submitting this application, I authorize investigation of all matters which the Presidio Trust deems relevant to my qualifications for employment, including all statements contained in this application, and I release from all liability any persons or employers supplying such information, and I also release the Trust from all liability which might result from making the investigation.

I understand and agree that, should I be employed by the Presidio Trust, the employment relationship I have with the Trust will be on an AT-WILL basis. Upon hire, I will be required to acknowledge my at-will employment in writing. This means I am free to terminate my employment with the Trust at any time with or without cause or notice and that the Trust is similarly entitled to terminate my employment with or without cause or notice. I understand that any alteration of my at-will status may be made only by the Executive Director of the Trust acting with the authority of the Board of Directors.

With the exception of my at-will employment relationship, I acknowledge that the policies and procedures of the Trust, its employee handbook, and the conditions of my employment may be changed at any time by the Trust and do not and will not constitute an employment contract or imply any contractual obligations.

I understand that, if selected, I will be required to provide proof of my identity and my legal right to work in the United States within three days of the date of hire by the Presidio Trust.

Signed

Date