

Thank you for your interest in working for the Presidio Trust. *The Presidio Trust values diversity in its workforce and is an Equal Employment Opportunity Employer.* **Please complete this application and email it to jobs@presidiotrust.gov.** Make sure to read and sign the last page. Questions? Call 415-561-5405 or email jobs@presidiotrust.gov.

Title of Job You Are Applying For:	Date:
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CONTACT INFORMATION

Last Name:		First Name:		Middle Initial:
Address:	Suite/Apt #:	City:	State:	ZIP Code:
Email Address:				Phone Number:

BACKGROUND INFORMATION

How did you hear about this job opportunity? Presidio website <input type="checkbox"/> LinkedIn <input type="checkbox"/> Indeed <input type="checkbox"/> USAJobs <input type="checkbox"/> DiversityJobs <input type="checkbox"/> iHispano <input type="checkbox"/> African American Employee Network <input type="checkbox"/> National Association of Asian American Professionals <input type="checkbox"/> Other: _____	
Are you a U.S. citizen? 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. 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).	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are not a U.S. citizen, are you authorized to work in the United States?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you over 18 years old? If you are under 18, you must have a valid work permit to be considered for employment.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been employed by the Presidio Trust before?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do any of your relatives work for the Presidio Trust? If you answered yes, please provide the following information:	Yes <input type="checkbox"/> No <input type="checkbox"/>

NAME	RELATIONSHIP

Were you ever a Federal civilian employee? If yes, please provide the following information:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of the last Federal Agency you worked for:	Location (City, State, and Zip Code):
Dates of Employment:	

MILITARY STATUS

Have you served in the United States Military Service? If yes, please provide the following information and enclose a copy of your DD214 or other proof of service.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Branch:	Dates of Military Service:
Type of Discharge:	

RETIREMENT STATUS

<p>Do you receive, or have you ever applied for, retirement pay, pension, or other retired pay based on military, Federal civilian, or District of Columbia Government service? Federal annuitants (military and civilian) may have their salaries or annuities reduced.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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EDUCATION & EMPLOYMENT HISTORY

What is the highest level of education you have completed?						
Education Level:	Some HS <input type="checkbox"/>	HS/GED <input type="checkbox"/>	Associate <input type="checkbox"/>	Bachelor <input type="checkbox"/>	Master <input type="checkbox"/>	Doctoral <input type="checkbox"/>
School's Name:					Degree and Year Received:	
School Location (City, State, ZIP Code):						

What is your desired annual salary or hourly rate for this job?	USD \$ _____ Yearly/Hourly
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Attach a resume or fill out the education and employment information below. Include your work experience, 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 primary duties and any supervisory, technical, or other responsibilities. Also include all education, certifications, 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. If you have any pertinent professional and personal experience that is not on your resume, we encourage you to include it on a separate sheet or in a cover letter.

If not attaching a resume, please fill out the following education and employment information:

School Name	Major(s)	Degree and Year Received
Job-Related Training Courses, Licenses, Certifications, Affiliations, and Memberships	Date Completed	

CURRENT EMPLOYER	FROM (Month/Year)	TO (Month/Year)
YOUR TITLE	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>
ADDRESS		
SUPERVISOR'S NAME, EMAIL AND PHONE NUMBER		
DUTIES/RESPONSIBILITIES (Be Specific):		
REASON FOR LEAVING OR FOR CONSIDERING A CHANGE:		

FORMER EMPLOYER	FROM (Month/Year)	TO (Month/Year)
YOUR TITLE	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>
ADDRESS		

SUPERVISOR'S NAME, EMAIL AND PHONE NUMBER
DUTIES/RESPONSIBILITIES (Be Specific):
REASON FOR LEAVING OR FOR CONSIDERING A CHANGE:

FORMER EMPLOYER	FROM (Month/Year)	TO (Month/Year)
YOUR TITLE	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>
ADDRESS		
SUPERVISOR'S NAME, EMAIL AND PHONE NUMBER		
DUTIES/RESPONSIBILITIES (Be Specific):		
REASON FOR LEAVING OR FOR CONSIDERING A CHANGE:		

PLEASE READ CAREFULLY BEFORE SIGNING BELOW

The Presidio Trust is committed to offering equal employment opportunity and to providing a workplace that is free from unlawful discrimination, harassment, and retaliation. The Presidio Trust makes all employment-related decisions without regard to race, creed, color, religion, gender, age, mental or physical disability (provided that the individual can perform the essential elements of the job with or without reasonable accommodation), national origin, ancestry, marital status, sexual orientation, military service, medical condition (including genetic characteristics), pregnancy, childbirth, or related medical conditions.

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 Chief Executive Officer of the Trust acting with the authority of the Board of Directors.

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.

Applicant Signature:	
Date:	