



**SAN MATEO COUNTY
MOSQUITO ABATEMENT DISTRICT
1351 Rollins Road
Burlingame, California 94010-2409
(650) 344-8592
FAX (650) 344-3843
www.scmad.org**

I N F O R M A T I O N S H E E T

Please read carefully before completing application

COMPLETING THE APPLICATION

1. The application is the initial part of the selection process. See that your application is complete and correct before you sign it. Incomplete or illegible applications may be disqualified. Attach additional information sheets if necessary.
2. Resumes will not be accepted in lieu of completed application. Although optional, resumes can be attached to the back of the application
3. If a question does not apply to you, write N/A.
4. Documents submitted with this application will not be returned.
5. Avoid reference to religion, politics, race, sex, or other non-job related traits.
6. Your social security number must be included.

CHANGE OF NAME OR ADDRESS

Report any change of name or address immediately in writing. Include your Social Security number, former name and address, and position for which you have applied.

EXAMINATION INFORMATION

Applicants selected for interviews will be based on a qualifying evaluation of training, education, and experience of the application information. Those candidates selected for interviews will receive a paneled oral interview to assess training, experience and ability to perform the duties of the position. Successful completion of a thorough background investigation, post-offer physical examination and drug screen, and verification of U.S. Citizenship or legal authorization to be employed will be required prior to appointment of the candidate selected.

The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this announcement may be modified or revoked. Acceptance of an application does not mean qualification for an interview.

DEADLINE FOR FILING THE APPLICATION IN PERSON OR BY MAIL

The closing date for the position is listed on the job announcement. The District must receive applications within the official period advertised on the job announcement. Applications will only be accepted in person or by mail. Applications sent by fax will NOT be accepted.

We consider applicants for all positions without regard to race, color, religion, creed, gender, nation origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.