

Staff Application Terms & Conditions

The San Francisco News

<https://thesfnews.com>

Last Updated: September 14, 2026

These Staff Application Terms & Conditions ("Terms") govern applications for staff positions with The San Francisco News ("The San Francisco News," "we," "us," or "our"). These Terms apply to the application and recruitment process. They are not an employment contract.

1. Accuracy of Application

You certify that all information provided in your application, resume, interview, references, supporting materials, and other communications is true and complete to the best of your knowledge. False, misleading, or materially incomplete information may result in rejection of your application or, where permitted by applicable law, action concerning employment if the information is discovered after hiring.

2. No Guarantee of Employment

Submission of an application does not guarantee an interview, offer, assignment, particular position, schedule, compensation level, or employment. The San Francisco News may evaluate applicants based on qualifications, experience, availability, business needs, and other lawful considerations.

3. Employment Eligibility

Applicants must be legally authorized to perform the work in the country where the work will be performed. If employment is offered, documentation or verification may be required as permitted or required by applicable law.

4. References and Verification

To the extent permitted by applicable law, The San Francisco News may verify information provided in your application and may contact references or former employers when you have provided authorization or when otherwise legally permitted. Any additional screening or background inquiry will be conducted only as permitted by applicable law and subject to any required notices or authorizations.

5. Compensation

Any compensation discussed during the application or interview process is subject to confirmation. Final compensation, payment arrangements, classification, schedule, duties, benefits if any, and other employment terms will be provided separately as applicable.

6. Position and Responsibilities

Staff responsibilities may include work related to reporting, writing, photography, administration, advertising, social media, or other duties associated with the position. Specific responsibilities will depend upon the position and The San Francisco News's operational requirements.

7. Professional Conduct

If hired, staff members are expected to comply with applicable The San Francisco News policies and lawful workplace requirements, including policies concerning professional conduct, confidentiality, security, editorial standards, technology, harassment and discrimination, communications, and use of company resources.

8. Editorial Standards

Staff involved in editorial work are expected to maintain appropriate standards of accuracy, attribution, fairness, and professional journalistic conduct. Fabrication, plagiarism, intentional falsification, unauthorized

use of copyrighted material, or knowingly submitting false information is prohibited. The San Francisco News retains editorial discretion concerning its publications and platforms.

9. Confidentiality

Applicants may receive limited confidential or non-public information during the recruitment process. Applicants agree not to improperly disclose or use confidential information received through the application or interview process. If hired, additional confidentiality obligations may apply. Nothing in these Terms restricts disclosures or activities protected by applicable law.

10. Intellectual Property

These application Terms do not require an applicant to transfer ownership of pre-existing work submitted solely as a portfolio or work sample. If hired, ownership and permitted use of work created in connection with employment will be governed by applicable law, The San Francisco News policies, and any applicable written agreements.

11. Company Systems and Property

If hired, access to The San Francisco News equipment, accounts, email, publishing systems, software, databases, social media accounts, telephone systems, and other resources is provided for authorized purposes and remains subject to The San Francisco News policies and applicable law.

12. Employment Relationship

If The San Francisco News offers you employment, the terms of that employment will be determined by the applicable offer, policies, agreements, and law. Nothing contained in this online application or these Terms creates employment for a guaranteed duration or alters rights that cannot legally be modified through these Terms.

13. Equal Employment Opportunity

The San Francisco News evaluates applicants and administers employment consistent with applicable equal-employment, anti-discrimination, anti-harassment, retaliation, disability accommodation, and other employment laws. Nothing in these Terms waives any right or protection that cannot legally be waived.

14. Privacy

Applicant information may be used for recruitment, evaluation, interviews, reference or eligibility verification where permitted, communication, recordkeeping, security, administration, and compliance with legal obligations. For additional information regarding the website's handling of information, please review the The San Francisco News Privacy Policy.

15. Website Policies

Use of the The San Francisco News website may also be subject to applicable website policies, including the The San Francisco News Privacy Policy and Disclaimer.

16. Changes to These Terms

The San Francisco News may revise these Terms from time to time. The version presented when an applicant submits an application will apply to that application unless otherwise required by law or agreed in writing.

17. Governing Law

These Terms will be interpreted in accordance with applicable law. Because applications may be received from individuals in different locations, nothing in these Terms is intended to eliminate or reduce mandatory employment rights applicable in the jurisdiction where an applicant or employee performs work.

18. Electronic Acceptance

By checking "I agree to the Staff Application Terms & Conditions" and submitting your application, you acknowledge that you had an opportunity to read these Terms before submitting your application; you understand that submitting an application does not guarantee employment; your application information is true and complete to the best of your knowledge; and you agree to these Terms to the extent permitted by applicable law.

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