

INTRODUCTION

TOCONIS PERSONNEL SERVICES, INC. adheres to applicable federal, state, and local laws and regulations relating to the hiring of qualified persons. TOCONIS PERSONNEL SERVICES, INC. is an equal opportunity employer and does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or sexual orientation of any person. The Recruitment Office will make reasonable efforts to accommodate disabled applicants. If you have special needs, call our JOBS HOTLINE (209) 726-1936.

Your completed application, together with any supplementary materials specified in any job announcement, must be received by the Recruitment Office by the final filing date and time stated in job announcements. TOCONIS PERSONNEL SERVICES, INC. will not accept late applications or supplementary materials pertaining to job announcements regardless of postmark or whether materials were lost or delayed in the mail. Application materials must be delivered to the Recruitment Office by mail, in person, email, or by fax to 209-384-1588. Applicants will be notified of their status at the end of the recruitment process.

GENERAL INFORMATION

Facility, Maintenance, and Transportation Departments

The minimum requirements for a position in these departments are as follows:

1. You must be 21 years of age at the time you complete the employment application.
2. You must have a good driving record. An original H-6 (seven (7) year DMV printout) must be attached to your application. **TOCONIS PERSONNEL SERVICES, INC. does not accept copies and the printout must be less than 30 days old.**
3. You must have reliable transportation.
4. You must have at least three (3) years automobile driving experience.
5. You must successfully complete a pre-employment evaluation, which includes an investigative consumer report (background check), medical examination, and a substance abuse screening.
6. All positions require that you read, write, speak, and understand English.
7. Mechanic applicants must complete a written and hands-on skills test.
8. Entry-level transit operators must be available to work varying shifts and hours, Monday through Sunday. Weekday operations may begin as early as 3:15 a.m. and end as late as 11:30 p.m.
9. Many of our Client Firm Maintenance departments operate seven (7) days a week. Most new employees generally begin on swing (2nd) or graveyard (3rd) shift and can expect to work Saturdays and Sundays.
10. In some of our Client Firms, you must be willing to join the representative Union, pay an initiation fee, and monthly union dues.

Administrative Positions

The minimum requirements for an administrative position are as follows:

1. You must possess the skill and necessary work experience for the position for which you are applying.
2. You must successfully complete a pre-employment evaluation, which includes an investigative consumer report (background check) and a substance abuse screening.
3. All positions require that you read, write, speak, and understand English.
4. You must have reliable transportation.

Many of TOCONIS PERSONNEL SERVICES, INC. Client Firms operate seven (7) days a week. Some administrative positions require Saturday, Sunday, and shift work.

Please include any required degree or certificate when you submit your application.

ACKNOWLEDGEMENT

My signature certifies that I meet the minimum requirements for the position for which I am applying. I fully understand that if I falsify or misrepresent meeting the minimum requirements of the position, I will be eliminated from the hiring process or terminated if hired.

Signature

Date



PERSONNEL SERVICES, INC.
AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

RECRUITING OFFICE
2505 'M' Street
Merced, CA 95340

Job **HOTLINE:** (209) 726-1936

Phone: (209) 384-1555

Fax: (209) 384-1588

www.toconis.com

<p>PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING:</p> <p>Review the Minimum Qualifications on the job announcement. If applying for more than one position, a separate application is required for each position.</p> <p>TOCONIS PERSONNEL SERVICES, INC. Recruiting Office must receive your complete application, together with all supplementary materials specified on the job announcement, no later than 5:00 PM on the closing date specified in the job announcement.</p> <p>We cannot process incomplete, undated, or unsigned applications. Neither can we be liable for materials lost or delayed in the U.S. Mail.</p> <p>FILL IN ALL ITEMS IN DARK INK OR TYPE.</p>	<p>DEPARTMENT USE ONLY</p> <p>Accepted <input type="checkbox"/></p> <p>Not Accepted <input type="checkbox"/></p> <p>Initials: _____ Date: _____</p>
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Title of Position: _____	Recruitment #: _____	Salary Requirement: _____
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PERSONAL INFORMATION

Name: _____
Last First Middle

Address: _____
Number and Street Name City State Zip

Home Phone: (____) _____ Work Phone: (____) _____

Other Phone: (____) _____ E-Mail: _____

Driver's License Number

1. Class: _____ Number: _____ State: _____ Expiration Date: _____

2. Class: _____ Number: _____ State: _____ Expiration Date: _____

RECRUITMENT RESEARCH

(Please indicate below how you learned about the position)

NEWSPAPER (name) _____	INTERNET WEBSITE _____
JOB FAIR (where) _____	TELEVISION STATION _____
COMMUNITY ORGANIZATION _____	RADIO STATION _____
TRADE or PROFESSIONAL JOURNAL _____	ANNOUNCEMENT POSTING _____
EMPLOYEE (name) _____	OTHER _____

EMPLOYMENT INFORMATION

If relocation becomes necessary for this position or additional opportunities, are you interested? Yes No

If yes, please list locations of interest _____, _____, _____, _____.

Please list your job search priorities _____, _____, _____, _____.

Have you ever been convicted of any crime OTHER THAN (1) a marijuana-related conviction that occurred more than two years ago; and (2) an offense for which you were referred to, and participated in, any pretrial or posttrial diversion program? Yes No

If yes: Please state the date of conviction, the county and state, and the nature of the offense.

Note: An affirmative response to this question will not result in your automatic disqualification for employment.

The Recruiting Office will make reasonable efforts in the examination process to accommodate disabled applicants. If you have special needs, call the HOTLINE at (209) 726-1936.

EDUCATION, SKILLS, AND TRAINING

Name of High School		City/State/Country		Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No		Equivalency Certification (GED) <input type="checkbox"/> Yes <input type="checkbox"/> No	
College or University	City and State	Major	Total Units Earned		Degree(s)		
			Semester	Quarter			
Other valid licenses and/or certificates you hold that relate to your qualifications for this position:							
Certificate or License		Issuing State		Registration Number		Expiration Date	

EXPERIENCE

- You must list the last ten (10) years of work experience, unless total work history is less than ten (10) years.
- Resumés will not be accepted in place of a completed application.
- Complete all questions and respond to all requirements listed in the job announcement.
- Describe different positions held with the same employer in different blocks.
- List your most recent experience first and attach additional sheets if necessary.
- List relevant volunteer experience.
- Explain any gaps between employment periods. You may also attach a resumé or other relevant documents to further describe your qualifications.

Name of Current or Previous Employer:		Start Date (MM/YY):	End Date (MM/YY):
Employer's Address:		Supervisor's Name	Supervisor's Title:
		Weekly Hours Worked:	Employer Phone Number:
Job Title:		Reason For Leaving:	End Pay:
Job Duties:			

Name of Previous Employer:		Start Date (MM/YY):	End Date (MM/YY):
Employer's Address:		Supervisor's Name	Supervisor's Title:
		Weekly Hours Worked:	Employer Phone Number:
Job Title:		Reason For Leaving:	End Pay:
Job Duties:			

Name of Previous Employer:		Start Date (MM/YY):	End Date (MM/YY):
Employer's Address:		Supervisor's Name	Supervisor's Title:
		Weekly Hours Worked:	Employer Phone Number:
Job Title:		Reason For Leaving:	End Pay:
Job Duties:			

Name of Previous Employer:	Start Date (MM/YY):	End Date (MM/YY):
Employer's Address:	Supervisor's Name	Supervisor's Title:
	Weekly Hours Worked:	Employer Phone Number:
Job Title:	Reason For Leaving:	End Pay:
Job Duties:		

Name of Previous Employer:	Start Date (MM/YY):	End Date (MM/YY):
Employer's Address:	Supervisor's Name	Supervisor's Title:
	Weekly Hours Worked:	Employer Phone Number:
Job Title:	Reason For Leaving:	End Pay:
Job Duties:		

CERTIFICATE OF APPLICANT

I certify that all of the statements made on this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that any false or omitted information, which I may or may not give, may result in either denial of employment or termination, if hired. I authorize TOCONIS PERSONNEL SERVICES, INC. to investigate all statements on this application, including work references.

I understand that no TOCONIS PERSONNEL SERVICES, INC. representative has the authority to make any oral or written offer of employment other than the General Manager/CEO. Any offer of employment made will be written and signed by the General Manager/CEO and myself.

I acknowledge that employment is conditional upon successful completion of a drug screening test, a physical examination, and an Investigative Consumer Report (background check) as part of TOCONIS PERSONNEL SERVICES, INC. pre-employment policy.

I certify that I have read, understand, and agree to the above.

Applicant's signature: _____ Date: _____

It is TOCONIS PERSONNEL SERVICES, INC. policy, as a part of the selection process, to contact your former employers for employment-related reference information. If you refuse to authorize us to contact all but your present employer, you will be disqualified from consideration for the position. Employers will be contacted only if you have met all other qualifications and you are actually being considered for employment.

I HEREBY AUTHORIZE MY FORMER EMPLOYERS TO RELEASE EMPLOYMENT-RELATED INFORMATION TO TOCONIS PERSONNEL SERVICES, INC..

Applicant's signature: _____ Date: _____



Employment Questionnaire

Voluntary Self Identification Form

Position Title (Complete Title): _____

TOCONIS PERSONNEL SERVICES, INC. follows the Federal Government guideline to provide statistical information about applicants and employees to demonstrate that we meet equal employment opportunity requirements. This form is used to provide each applicant with an opportunity to furnish such information voluntarily. The form will be kept in a confidential file separate from the application for employment.

Applicants are considered for all positions without regard to race, color, religious creed, sex, sexual orientation, national origin, age, marital status, veteran status, medical condition, physical disability, or ancestry.

RACIAL/ETHNIC ORIGIN

(Please check only one)

American Indian or Alaskan Native
Persons descended from the original people of North, South, and Central America and who maintain cultural and who maintain cultural identification through tribal affiliation or community recognition.

Black or African American
(not of Hispanic origin)
All persons having origins in any of the Black racial groups of Africa.

Asian
All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent. This area includes, for example, China, Japan, Korea, the Philippine Islands, Cambodia, Malaysia, Thailand, and Vietnam.

Pacific Islander
All persons having origins from any of the indigenous peoples of Hawaii, the Marianas, Samoa, Guam or other Pacific Islands.

Hispanic or Latino
Includes all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Caucasian or White

Two or More Races: _____

SEX

Male Female

AGE GROUP

Under 21 21-29 30-39
 40-49 50-59 60 or over

RECRUITMENT RESEARCH

(Please indicate below how you learned about the position)

Newspaper (include name) Job Fair (where)

Community Organization Trade or Professional Journal

Announcement Posting Employee (Name)

Internet (name of website) Television

Radio Walk In

Other: _____

THIS INFORMATION IS FOR STATISTICAL PURPOSES ONLY AND WILL NOT HAVE ANY EFFECT UPON YOUR APPLICATION.