

An Equal Employment Opportunity and Affirmative Action Employer

TMI is an equal employment opportunity, affirmative action employer. We do not and will not discriminate on the basis of race, color, religion, sex, age, national origin, ancestry, or ethnicity, marital status, pregnancy or related medical condition, child birth, family medical status, disability, mental or medical condition, sexual orientation, political affiliation, veteran status or any other protected status under California or federal law. Information provided on this application will not be used for any discriminatory purpose..

Please read carefully and provide all information requested by printing in dark ink or by typing.

Last name	First	MI	Date available to work	Date of application
Street address			Type(s) of work desired	Salary /wage desired
City	State	ZIP	Home telephone	Work telephone

• Please provide other names used on educational or employment records _____

• **TMI requires a drug test** . For certain sensitive positions, the applicant(s) who most closely match(es) the job qualifications will be asked to take a medically supervised drug test. If the outcome of the test is positive for drugs or alcohol, the applicant will be given a reasonable opportunity to provide medical evidence to explain the outcome.

• **Criminal Record Clearance. IF THERE ARE NO CONVICTIONS WRITE “NONE”**[Conviction will not necessarily disqualify an applicant from employment. Failure to disclose any conviction will disqualify an applicant or employee from employment.] TMI employees must be cleared from criminal conviction by the California Department of Justice. Please explain **all** convictions (including nature of crime, case number, city, county, state, name of court, date of conviction). **Exclude convictions** for marijuana-related offenses more than two years old; convictions that have been sealed, expunged or legally eradicated; and misdemeanor convictions for which probation was completed and the case was dismissed. _____

• **Employment Record** Starting with present or most recent, list all previous employers. Include self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

• **MAY WE CONTACT YOUR PRESENT EMPLOYER ?** YES NO

Last or present company		Type of business	Type or classification of job
Street address		Phone number	Brief description of job duties
City	State	ZIP code	
Supervisor’s name		Phone number	
Base salary	Dates worked		
	From	To	
Total hours worked per week		Reason for leaving	
Last or present company		Type of business	Type or classification of job
Street address		Phone number	Brief description of job duties
City	State	ZIP code	
Supervisor’s name		Phone number	
Base salary	Dates worked		
	From	To	
Total hours worked per week		Reason for leaving	

Application for Employment

Toward Maximum Independence 6/00

Last or present company		Type of business	Type or classification of job
Street address		Phone number	Brief description of job duties
City	State	ZIP code	
Supervisor's name		Phone number	
Base salary	Dates worked From	To	
Total hours worked per week			Reason for leaving

Last or present company		Type of business	Type or classification of job
Street address		Phone number	Brief description of job duties
City	State	ZIP code	
Supervisor's name		Phone number	
Base salary	Dates worked From	To	
Total hours worked per week			Reason for leaving

Educational History

School name	Location (city, state)	Major course or subject	Dates attended		Graduated		Degree
			From	To	Yes	No	
High school							
Technical/trade (after high school)							
College (list all attended)							
Other education/training							

TMI verifies all job related work experience and educational requirements including degrees, credentials and certifications as a condition of employment.

Outside Activities

(Exclude those indicating race, color, religion, gender, national origin, age, disability, or any other protected status).

Professional memberships, certificates, or licenses held

Past and present civic or cultural activities — include offices held

Administrative Support Skills

Only required if job related				
Word Processing Speed	Yes No	Words per minute:	Type of machines operated	Years experience
Dictation	Yes No	Words per minute:		
Computer skills	Hardware Software			
Other Related Skills (i.e. language, certifications or experience you have acquired)				

U.S. Military Record

Branch of service		From	To
Present military affiliation:			
None	Reserve (active)	Reserve (inactive)	
Kinds of training and duty while in service			

[Note to Applicants : You are not required to answer the following question and you will not be discriminated against for answering the question.]

Would you require any reasonable accommodations to perform the essentials functions of the job for which you have applied?

YES NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
(Proof of citizenship or immigration status will be required upon employment.)

YES NO

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the company's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment. I understand that nothing in this application is intended to explicitly or implicitly represent that any applicant is promised any permanent employment. I understand that my continued employment is strictly "at will" and that the employment relationship can be terminated upon the will of the company or myself without cause and/or for any reason.

Date

Signature