



Revised 1/06

Goodwill Industries Application For Employment

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status or any other legally protected status.

Position Applied For	Date of Application
How Did You Learn About Us?	
<input type="checkbox"/> Goodwill Web Site	<input type="checkbox"/> Friend (Name _____)
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative (Name _____)
<input type="checkbox"/> Labor Department	<input type="checkbox"/> Job Connection
<input type="checkbox"/> Other Source _____	

Last Name	First Name	Full Middle Name
Address	Number	Street
	City	State
		Zip Code
Telephone Number(s)		Social Security Number
(Home)	(Cellular)	(Work)

If you are under 18 years of age , can you provide proof of your eligibility to work?

Yes No

Have you ever filed an application with us before?
If yes, give approximate date _____

Yes No

Are you currently employed?

Yes No

If so, may we contact your present employer?

Yes No

Are any of your relatives employed by Goodwill?

Yes No

If yes, who _____, Goodwill worksite _____

Are you prevented from lawfully becoming employed in the country because of visa or immigration status?

Yes No

Proof of citizenship or immigration status will be required upon employment

On what date would you be available for work? _____

Are you available to work: full-time part-time shifts temporary

Are you available to work flexible hours, including nights and weekends? Yes No

Are you currently on " lay-off" status and subject to recall? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

Conviction will not necessarily disqualify on applicant from employment.

If Yes, please explain:

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate School				
Graduate School				
Other (specify)				

Describe any specialized training, apprenticeship, skills, and extra-curricular activities:

Describe any job related training received in the United States Military:

Employment Experience

Start with your present or last job held. Include any job related military service assignments and volunteer activities. You may exclude organizations, which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Date Employed		Work Performed
Address		From	To	
Telephone Number(s)		Starting Hourly Rate/salary		
Job Title	Supervisor	Final Hourly Rate/salary		
Reason For Leaving				
Employer		Dated Employed		Work Performed
Address		From	To	
Telephone Number(s)		Starting Hourly Rate/salary		
Job Title	Supervisor	Final Hourly Rate/salary		
Reason For Leaving				
Employer		Date Employed		Work Performed
Address		From	To	
Telephone Number(s)		Starting Hourly Rate/ salary		
Job Title	Supervisor	Final Hourly Rate/salary		
Reason For Leaving				

Business related skills certification or training:

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

If you need additional space, please continue on a separate sheet of paper.

Additional Information

Note to Applicants: **DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you able to perform the essential job functions with or without reasonable accommodations of the positions being sought? Yes____ No____

If reasonable accommodations are necessary please describe: _____

Other Qualifications: Summarize special job-related skills and qualifications acquired from employment or experience:

Specialized Skills Check Skills/ Equipment Operated

Please check whether you have knowledge of or are proficient in:									
	Knowledge	Proficient		Knowledge	Proficient		Knowledge	Proficient	
MS Word	<input type="checkbox"/>	<input type="checkbox"/>	PC Use	<input type="checkbox"/>	<input type="checkbox"/>	Typing	WPM _____		
Outlook	<input type="checkbox"/>	<input type="checkbox"/>	CDL	<input type="checkbox"/>	<input type="checkbox"/>	10 Key	<input type="checkbox"/>	<input type="checkbox"/>	
MS Access	<input type="checkbox"/>	<input type="checkbox"/>	Forklift	<input type="checkbox"/>	<input type="checkbox"/>	First Aid/CPR	<input type="checkbox"/>	<input type="checkbox"/>	
MS Excel	<input type="checkbox"/>	<input type="checkbox"/>				OSHA Standards	<input type="checkbox"/>	<input type="checkbox"/>	
PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>				Machinery (list)	_____		

State any additional information you feel may be helpful to us in considering your application:

Professional References

1. Name	Relationship to you	Phone #
Address		
2. Name	Relationship to you	Phone #
Address		
3. Name	Relationship to you	Phone #
Address		

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period not to exceed 45 days. Any applicant wishing to be considered for employment beyond this period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause, It is further understood that is "at will" employment relationship may not be changed by any written document or conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In case of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Refusal to submit to pre-employment drug testing or a positive test result will make an applicant ineligible for employment with Goodwill Industries.

The confidentiality of any information received by Goodwill Industries of Middle Georgia and the CSRA, Inc. through a substance abuse program shall be maintained, except as otherwise provided by the law.

Signature of Applicant

Date

DUE TO THE VOLUME OF APPLICATIONS WE ARE UNABLE TO PROVIDE INFORMATION OF YOUR APPLICATION STATUS OVER THE PHONE. YOU WILL RECEIVE AN ACKNOWLEDGMENT OF YOUR APPLICATION UPON RECEIPT. APPLICANTS WHO ARE SELECTED FOR AN INTERVIEW WILL BE CONTACTED TO ARRANGE AN APPOINTMENT.

[Submit Application](#)