

## APPLICATION FOR EMPLOYMENT

Thank you for showing an interest in employment at Goodwill Industries of Northwest Ohio. Goodwill Industries will only consider your application for the job opening(s) you are applying for. Applications become inactive after 60 days. Please make certain your application is filled out completely. If the application is not completed correctly, it will not be considered for employment.

### I. PERSONAL DATA

Position(s) applied for \_\_\_\_\_ Wage Desired \_\_\_\_\_

Social Security No. \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone No. \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Previous Names Used \_\_\_\_\_

(last) (first) (initial)

Address \_\_\_\_\_

(street) (city) (state) (zip code)

Are you 16 years of age or older? \_\_\_\_ Yes \_\_\_\_ No

Are you a former Goodwill employee? \_\_\_\_ Yes \_\_\_\_ No Date(s) Employed previously \_\_\_\_\_

Are you eligible to work in the United States? \_\_\_\_ Yes \_\_\_\_ No

Have you ever been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No If so, please explain:

Do you have a valid driver's license? \_\_\_\_ Yes \_\_\_\_ No CDL - A \_\_\_\_ Yes \_\_\_\_ No B \_\_\_\_ Yes \_\_\_\_ No

State issued in \_\_\_\_\_ License No. \_\_\_\_\_

If you are applying for a position which requires that you drive for Goodwill Industries, please list all convictions for moving violations during the last (5) five years. \_\_\_\_\_

### II. EMPLOYMENT

Provide the following information of your past three (3) employers, starting with most recent.

1) \_\_\_\_\_

Company Name	Job Title	Supervisor's name/Title
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Address	City	State	Zip Code	Area Code/Phone No.
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Dates: From:	To:	Salary/wages at start:	Finish:	Reason(s) for leaving
				May we contact ____ Yes ____ No

Major duties performed

2) \_\_\_\_\_

Company Name	Job Title	Supervisor's Name/Title
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Address	City	State	Zip Code	Area Code/Phone No.
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Dates: From:	To:	Salary/wages at start:	Finish:	Reason(s) for leaving
				May we contact ____ Yes ____ No

Major duties performed

3) \_\_\_\_\_

Company Name	Job Title	Supervisor's Name/Title
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Address	City	State	Zip Code	Area Code/Phone No.
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Dates: From:	To:	Salary/wages at start:	Finish:	Reason(s) for leaving
				May we contact ____ Yes ____ No

Major duties performed

**III. EDUCATION/TRAINING**

NAME & LOCATION OF SCHOOL	# YEARS COMPLETED	DID YOU GRADUATE	DEGREE

Please list any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying: \_\_\_\_\_

Is there anything else you would like us to know. (Professional or civic organizations, personal experiences with persons with disabilities or other barriers to employment, etc.)

\_\_\_\_\_

**IV. CHARACTER REFERENCES**

Please write the names of three persons, not related to you , who are acquainted with your character, habits, and achievements.

NAME	TELEPHONE NUMBER	# YEARS KNOWN
	(   )	
	(   )	
	(   )	

In filling out this application form, I understand that Goodwill Industries of Northwest Ohio, Inc. is in no way obligated to provide employment to me, also I am not obligated to accept employment. I understand that if a conditional offer of employment is made, I may be required to complete pre-employment tests, and a physical examination which may include a drug and alcohol screening and that any offer of employment is contingent upon the results of these examinations.

My signature below certifies that all information on this application is correct and complete to the best of my knowledge. I understand that false information may result in refusal of employment or termination of employment if falsification is discovered after the date of hire. I authorize Goodwill Industries and its agents to conduct a background investigation, which includes, but not limited to, all statements in this application, and my personal, employment, medical, criminal, credit/financial history and other related matters as may be necessary in arriving at an employment decision. I authorize any of my former employers or references listed to furnish their records of my services, reasons for leaving their employ, and all other information they may have concerning me, whether or not on record, including inquiry into my financial/credit history. I hereby release any of my former employers, their agents, references, educational institutions, law enforcement agencies, any state or federal bureau, and any credit reporting agencies form all liability for any damage whatsoever in responding to inquiries and furnishing said information during this background investigation.

I understand that I agree to conform to the rules and regulations of Goodwill Industries, and my employment can be terminated with or without cause, at any time, at the discretion of Goodwill Industries or myself. I understand that no one other than the President of Goodwill Industries has any authority to enter into any agreement contrary to the foregoing, or to make any oral assurances regarding benefits or promises of employment. I further understand and agree that the development and dissemination of policies, procedures, handbooks, or other literature by Goodwill Industries does not now or will not in the future constitute an express or implied contract between Goodwill Industries and its employees.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Goodwill Industries of Northwest Ohio provides employment opportunities for everyone regardless of age, color, race, national origin, religion or disability that does not prohibit performance of essential job functions. In addition, laws regarding veterans' status are observed.