

EMPLOYMENT APPLICATION

NAME LAST		FIRST		MI
ARE YOU 18 YRS OF AGE OR OVER? <input type="checkbox"/> NO <input type="checkbox"/> YES		ARE YOU LAWFULLY EMPLOYABLE WITHIN THE UNITED STATES? <input type="checkbox"/> NO <input type="checkbox"/> YES		
TODAY'S DATE		PHONE		DATE AVAILABLE
POSITION APPLIED FOR		LOCATION		SALARY DESIRED
PRESENT ADDRESS	Street	City	State	Zip code How Long?
FORMER ADDRESS	Street	City	State	Zip code How Long?
IN EMERGENCY NOTIFY			EMERGENCY PHONE	

EDUCATION/TRAINING

NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	GED?	MAJORS/ MINORS	DEGREE RECEIVED
HIGH SCHOOL	NA	<input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/> NO <input type="checkbox"/> YES	NA	NA
COLLEGE		<input type="checkbox"/> NO <input type="checkbox"/> YES	NA		
OTHER		<input type="checkbox"/> NO <input type="checkbox"/> YES	NA		

EMPLOYMENT HISTORY (must account for the last 10 years)

EMPLOYER	EMPLOYMENT DATES	SALARY	POSITION	ELIGIBLE FOR REHIRE
NAME	FROM	STARTING	STARTING	<input type="checkbox"/> NO <input type="checkbox"/> YES
ADDRESS	TO	ENDING	ENDING	
SUPERVISOR PHONE	REASON FOR LEAVING			
NAME	FROM	STARTING	STARTING	<input type="checkbox"/> NO <input type="checkbox"/> YES
ADDRESS	TO	ENDING	ENDING	
SUPERVISOR PHONE	REASON FOR LEAVING			
NAME	FROM	STARTING	STARTING	<input type="checkbox"/> NO <input type="checkbox"/> YES
ADDRESS	TO	ENDING	ENDING	
SUPERVISOR PHONE	REASON FOR LEAVING			
NAME	FROM	STARTING	STARTING	<input type="checkbox"/> NO <input type="checkbox"/> YES
ADDRESS	TO	ENDING	ENDING	
SUPERVISOR PHONE	REASON FOR LEAVING			

LIST PERIODS OF UNEMPLOYMENT FOR MORE THAN 30 DAYS, AND EXPLAIN

OFFICE EXPERIENCE

COMPUTERS <input type="checkbox"/> PC <input type="checkbox"/> Mac <input type="checkbox"/> Keyboarding WPM _____ <input type="checkbox"/> Internet User <input type="checkbox"/> Microsoft Office <input type="checkbox"/> Access <input type="checkbox"/> Excel <input type="checkbox"/> Outlook <input type="checkbox"/> PowerPoint <input type="checkbox"/> Publisher <input type="checkbox"/> Share- Point <input type="checkbox"/> Word <input type="checkbox"/> Other _____ <input type="checkbox"/> Other Software _____ _____ _____	<input type="checkbox"/> Data Entry <input type="checkbox"/> Numbers <input type="checkbox"/> Data <input type="checkbox"/> Combination <input type="checkbox"/> Bookkeeping <input type="checkbox"/> Accounts Payable <input type="checkbox"/> Payroll <input type="checkbox"/> Accounts Receivable <input type="checkbox"/> Other <input type="checkbox"/> Filing <input type="checkbox"/> Alpha <input type="checkbox"/> Numerical <input type="checkbox"/> Other _____ <input type="checkbox"/> Front Desk/Reception <input type="checkbox"/> Multi-line Phones Number of Incoming Lines _____	OFFICE EQUIPMENT (Please Specify) <input type="checkbox"/> 10-Key Calculator <input type="checkbox"/> Copier <input type="checkbox"/> Fax Machine <input type="checkbox"/> Printers <input type="checkbox"/> Scanner <input type="checkbox"/> Other Equipment _____ _____ <input type="checkbox"/> OTHER EXPERIENCE _____ _____ _____ _____
---	--	--

RETAIL/PRODUCTION EXPERIENCE

<input type="checkbox"/> Cashiering <input type="checkbox"/> Continuous Improvement Lean/Kaizen Concepts <input type="checkbox"/> Customer Service <input type="checkbox"/> Data Entry <input type="checkbox"/> Driver Certification <input type="checkbox"/> Food Worker Permit	<input type="checkbox"/> Forklift <input type="checkbox"/> Inventory <input type="checkbox"/> Knowledge of Antiques/Collectibles <input type="checkbox"/> Maintenance <input type="checkbox"/> Merchandising <input type="checkbox"/> Name Brand Recognition	<input type="checkbox"/> Processing <input type="checkbox"/> Safety Teams <input type="checkbox"/> Stocking <input type="checkbox"/> Supervision <input type="checkbox"/> Warehousing <input type="checkbox"/> _____ <input type="checkbox"/> _____
Please indicate any other skills related to the position you are seeking: _____ _____ _____		

PERSONAL DATA

Have you been convicted or pled no contest to any criminal offense? NO YES If yes, indicate the nature of offense, date, court, and disposition. A conviction will not necessarily disqualify an applicant from employment.

Is there anything that will interfere with your ability to perform, on a regular basis, the essential duties of the job for which you are applying? NO YES

Have you worked at Goodwill before? NO YES If yes, when?

Have you applied for work with us before? NO YES If yes, when?

How were you referred to Goodwill?

What job(s) are you applying for?

Are you currently employed? NO YES May we contact your employer? NO YES

Are you applying for: Full-Time Part-Time* Temporary When can you start at Goodwill? _____
*If hired as a part-time employee, would you be willing to work up to 40 hours per week? NO YES

What days and hours would you be available to work, please check those that apply:

	ALL	SUN	MON	TUE	WED	THUR	FRI	SAT	HOLIDAYS
MORNING									
AFTERNOON									
EVENING									

List the types of work you can do:

List any friends or relatives who supervise any positions you are applying for:

REFERENCES

Please list address and phone number of three (3) persons not related to you who can comment on your education or job-related experience:

Name	Address	Phone

PLEASE REVIEW YOUR APPLICATION TO SEE THAT YOU HAVE ANSWERED ALL QUESTIONS. PROVIDE ONLY THE INFORMATION REQUESTED. FAILURE TO DO SO MAY RESULT IN NON-CONSIDERATION.

Goodwill Industries of the Inland Northwest (Goodwill) employs only U.S. citizens and lawfully authorized alien workers. Employment eligibility verification as required by Immigration and Naturalization Services will be required of all new employees. A list of acceptable documents is available from the Human Resource/Personnel department.

I certify that the facts in this application are true and complete to the best of my knowledge and understand that, if employed, false statements on this application shall be grounds for dismissal.

If employed by Goodwill, I hereby authorize Goodwill to use my name and photograph for identification purposes.

Employment with Goodwill is voluntarily entered into, and as such, employees are free to resign at any time, with or without advance notice. Likewise Goodwill is free to terminate the employment relationship with or without advance notice and with or without cause. The employment relationship is strictly one of employment at will.

Goodwill wants you to know that reference checking is an important part of our hiring process. In addition to contacting the persons you furnished as references, we may also contact other business associates, acquaintances and friends. We ask all references a series of questions about work experience, character, personal habits, educational background and personality. In some cases, we ask an outside firm to check references.

"I voluntarily consent to allow Goodwill Industries of the Inland Northwest or any of its officers, employees or agents to check my references by contacting any person who they deem to be an appropriate reference. I understand that these questions may be about my personal or educational background, work experience, character and personality."

No phone calls please. Applicants selected for interview will be contacted.

Applications remain active for most positions at Goodwill only until the position has been filled. Thus, if you would like to be considered for an alternative position or an additional position, you will be required to re-apply for that position (unless otherwise notified).

SIGNATURE	DATE
If someone helped you fill out this application form, who was it?	
NAME	RELATIONSHIP
THIS COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT UNLAWFULLY DISCRIMINATE ON THE BASIS OF RACE, SEX, AGE, COLOR, RELIGION, NATIONAL ORIGIN, MARITAL STATUS, VETERAN STATUS, DISABILITY STATUS OR ANY OTHER BASIS PROHIBITED BY FEDERAL, STATE OR LOCAL LAW. PLEASE LET US KNOW IF YOU NEED ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THE APPLICATION PROCESS.	

END OF APPLICATION

NAME: _____

FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE

INTERVIEW

NEEDS NOTED	
POSSIBLE JOBS	
DRIVER'S LICENSE (IF APPLICABLE)	
COMMENTS	
ACTION TAKEN	
INTERVIEWER	DATE
MANAGER SIGNATURE	DATE

REFERENCE CHECKS/FOLLOW-UP

--

ENTRY

START DATE (ORIENTATION)	DEPARTMENT
JOB TITLE	
WAGE \$ per hour	ACCOUNTING CODE
EMPLOYMENT CLASSIFICATION <input type="checkbox"/> Executive Staff <input type="checkbox"/> Exempt Staff <input type="checkbox"/> Temporary <input type="checkbox"/> Hourly/Non-Exempt	WORK STATUS <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time
COMMENTS	
SIGNATURE	DATE
HUMAN RESOURCES MANAGER/DIRECTOR	

FOR OFFICE USE ONLY - DO NOT WRITE ABOVE THIS LINE