



# Goodwill APPLICATION FOR EMPLOYMENT

## Memphis

### EQUAL OPPORTUNITY EMPLOYER

Goodwill considers all applicants for employment without regard to race, creed, color, religion, national origin, alienate or citizenship status, sex, age, marital status, disability/handicap, or veteran status. In addition, Goodwill complies with applicable federal, state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. Goodwill also provides reasonable accommodations to qualified individuals with disabilities in accordance with applicable laws. Only individuals who have a legal right to work in the U.S. are eligible for employment.

Last Name (Please PRINT) \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Date \_\_\_\_\_

Present Address: Street \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

Only U.S. Citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, submit documentation verifying you legal right to work in the U.S. and your identity?  Yes  No

Have you ever been convicted of a felony?  Yes  No If YES, give dates and explain. \_\_\_\_\_

A conviction will not necessarily disqualify you from employment. \_\_\_\_\_

Are you over 18 years of age?  Yes  No If NO, state your age \_\_\_\_\_. (For Child Labor Law Purposes Only)

POSITION APPLIED FOR: \_\_\_\_\_ STORE LOCATION OF INTEREST: \_\_\_\_\_

DATE AVAILABLE TO START: \_\_\_\_\_ CAN YOU WORK ANY HOURS?  Yes  No

HOW DID YOU HEAR ABOUT OUR JOB OPENINGS?  Walk-In  Referral  Commercial Appeal or Yahoo.com  
 Other \_\_\_\_\_

Are you able to perform the essential functions of the position sought as listed and described on the job posting (or as stated on the job description) with or without reasonable accommodation?  Yes  No

#### EDUCATION AND TRAINING

Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12 – College 1 2 3 4

HIGH SCHOOL Name: \_\_\_\_\_ City/State \_\_\_\_\_

Did you graduate  Yes  No

Receive G.E.D.  Yes  No

COLLEGE UNIVERSITY Name \_\_\_\_\_

City/State \_\_\_\_\_

OR

Field of Study \_\_\_\_\_ Type of Degree Obtained \_\_\_\_\_

OTHER EDUCATION & TRAINING Name of Facility \_\_\_\_\_

City/State \_\_\_\_\_

Field of Study \_\_\_\_\_ Certificate Obtained  Yes  No

OTHER SKILLS: List any job-related skills or qualifications that support your application. \_\_\_\_\_

In order to permit a check of your work and educational records, should we be made aware of any changes of name or assumed name that you previously used?  Yes  No If Yes, identify names and relevant dates: \_\_\_\_\_

Have you ever had prior educational experience which relates to the job for which you are applying?  Yes  No

If Yes, describe: \_\_\_\_\_

Have you ever been dismissed or forced to resign from any employment?  Yes  No If Yes, please explain

Are there any types of jobs you will not accept?  Yes  No Will you work overtime if asked?  Yes  No  
(If required in position for which you are applying)

Are there any hours, shifts, or days you will not work?  Yes  No If Yes, please explain: \_\_\_\_\_

**REFERRAL: DO YOU HAVE ANY FRIENDS OR RELATIVES WHO WORK FOR GOODWILL?**  Yes  No

Name \_\_\_\_\_

Work Location \_\_\_\_\_

Relationship \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

**I understand that misrepresentations, omissions of facts or incomplete information requested in this application or pre-/post hiring process may remove me from further consideration for employment.**

Are you now employed?  Yes  No Are you on a layoff?  Yes  No Are you subject to recall?  Yes  No

May we contact your present employer?  Yes  No Previous employers?  Yes  No

Please identify any exceptions and reasons for not contacting prior employers: \_\_\_\_\_

Are you a veteran of the U.S. Military Service? \_\_\_\_\_ Yes \_\_\_\_\_ No If Yes, what branch Service? \_\_\_\_\_

If Yes, beginning date and ending date of active duty: From: \_\_\_\_\_ To: \_\_\_\_\_  
Year / Month Year / Month

Date of Discharge from Military Service: \_\_\_\_\_

Skills you acquired in the military service that are relevant to the position for which you have applied (i.e. special schools and training).

Have you ever applied for employment here before?  Yes  No If Yes, give date: \_\_\_\_\_

Have you ever been employed here before?  Yes  No If Yes, give dates: \_\_\_\_\_

## JOB EXPERIENCE:

**LIST ALL JOBS WORKED (start with the most recent job first.)** Account for all time periods including unemployment, self-employment and military service. (Attach separate paper(s), if necessary.)

	Dates Employed (From/To)	Job Title / Duties
Employer _____	_____	_____
Address _____		Hourly Rate/Salary (Starting/Final) _____
Name of Immediate Supervisor _____	Telephone Number _____	
Reason for Leaving: Quit <input type="checkbox"/> Yes <input type="checkbox"/> No	Dismissed <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please explain: _____		

	Dates Employed (From/To)	Job Title / Duties
Employer _____	_____	_____
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Name of Immediate Supervisor _____	Telephone Number _____	
Reason for Leaving: Quit <input type="checkbox"/> Yes <input type="checkbox"/> No	Dismissed <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please explain: _____		

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Reason for Leaving: Quit <input type="checkbox"/> Yes <input type="checkbox"/> No	Dismissed <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please explain: _____		

**ALL APPLICANTS**

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PLEASE **READ** THE INFORMATION BELOW CAREFULLY!  
(You must **SIGN** AND **DATE** to complete this application)

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all matters contained in the application and hereby give Goodwill permission to contact schools, previous employers, references and others, and hereby release Goodwill from any liability as a result of such contact. **I understand that misrepresentations, omissions of facts or incomplete information requested in this application or pre-/post hiring process may remove me from further consideration for employment. In addition, if employed, any misrepresentations or omissions of facts called for in this application or pre/post-hiring process will be causes for dismissal at any time without previous notice.**

Applicants accepted for employment should clearly understand that while we make every effort to provide steady, continuous work, we have no employment contracts, and we cannot guarantee the permanence of any position. Job tenure can be affected by many factors including business/economic conditions, changes in laws or employee policies, conformity to our work rules, job performance, etc. and of course, employees may elect to leave on their own accord to seek other jobs.

I understand that my employment with Goodwill is for no specific term and may be terminated by me or Goodwill with or without notice or cause at any time. I further understand that no oral promise, employer policy, custom, business practice, or other procedure (including the Goodwill Employee Handbook or any other H.R. manuals) constitutes any employment contract or modification of the at-will employment relationship between me and Goodwill

The contents of any employee handbook or personnel manuals, as well as other Goodwill policies and practices, are subject to change or modification by Goodwill, solely at its discretion, without notice. I also understand that no supervisor or other official of Goodwill (except its Chief Executive Officer, in writing) has the authority to enter into any agreement with me or to make any agreement contrary to the foregoing.

We conduct our business with the highest possible degree of safety and efficiency. Because of this, Goodwill may require applicants for employment to undergo blood and/or urinalysis screening for drug and alcohol use. In addition, all employees of Goodwill are subject to blood tests for urinalysis screening for drug or alcohol use.

This application will remain active for 30 days. Any applicant wishing to be considered for employment beyond three months should reapply. Due to the high volume of applicants, we are unable to provide you with your applications status. Please allow 2-3 weeks for consideration of employment.

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**Applicant's Signature**

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**Date**