



**GOODWILL Industries-Knoxville, Inc.**

GWIK.4-02

5307 Kingston Pike, P.O. Box 11066

Knoxville, TN 37939-1066

(865)588-8567 (865)588-0075

**Application For Employment**

*Goodwill considers all applicants for employment without regard to without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, status as a disabled Vietnam-era veteran, or status as a qualified individual with a disability, in accordance with applicable laws. In addition, Goodwill complies with all 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. Those applicants requiring accommodation to the application and/or interview should contact a representative of the Human Resources Department. Only individuals who have a legal right to work in the U. S. are eligible for employment.*

**POSITION APPLYING FOR:** \_\_\_\_\_ **Date of Application** \_\_\_/\_\_\_/\_\_\_

Referral Source:  Advertisement  Employee  Relative  Government Employment Agency  
 Walk-in  Private Employment Agency  Other \_\_\_\_\_

Name of Source (if applicable) \_\_\_\_\_

**PLEASE PRINT OR WRITE LEGIBLY**

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Telephone Number ( ) \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
**(Will not accept application without a valid contact number)**

If necessary, best time to call you at home is \_\_\_\_\_ : am/pm

May we contact you at work? \_\_\_\_\_  Yes  No

If yes, work number and best time to call \_\_\_\_\_ ( ) \_\_\_\_\_ : \_\_\_\_\_ am/pm

If you are under 18, can you furnish a work permit? \_\_\_\_\_  Yes  No

Have you filed an application here before? \_\_\_\_\_  Yes  No

If yes, give date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Have you even been employed here before? \_\_\_\_\_  Yes  No

If yes, give dates \_\_\_\_\_ From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

Are you legally eligible for employment in this country? \_\_\_\_\_  Yes  No

(Proof of U.S. Citizenship or immigration status will be required upon employment.)

Date available for work \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ What is your desired Salary Range? \$ \_\_\_\_\_

Type of employment desired:  Full-Time  Part-Time  Temporary  Intern/Co-Op

Are you on lay-off and subject to recall? \_\_\_\_\_  Yes  No

Will you relocate if job requires it? \_\_\_\_\_  Yes  No Will you travel if job requires it?  Yes  No

Are you able to meet the attendance requirements of the position? \_\_\_\_\_  Yes  No

Will you work overtime if required? \_\_\_\_\_  Yes  No

Did you serve in the U. S. Armed Forces?  Yes  No What branch? \_\_\_\_\_

List any job-related training received \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No Date \_\_\_\_\_  
 (Such conviction may be relevant if job related, but does not necessarily bar you from employment.) If yes, please explain: \_\_\_\_\_

Driver's license number (if job-related) \_\_\_\_\_ State \_\_\_\_\_

List your last four (4) employers, assignments or voluntary activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

|  |                  |                    |   |
|--|------------------|--------------------|---|
| Employer   | Telephone<br>( ) | Dates Employed     | Summarize the nature of the work performed and job responsibilities |
|  |                  | From To            |   |
| Address  |                  |                    |   |
| Job Title  |                  | Hourly Rate/Salary |   |
|  |                  | Starting           |   |
| Immediate Supervisor and Title                   |                  | \$ Per             |   |
| Reason for Leaving                               |                  | Hourly Rate/Salary |   |
|  |                  | Final              |   |
| May we contact for reference?<br>(circle answer) | Yes No Later     | \$ Per             |   |
| Employer   | Telephone<br>( ) | Dates Employed     | Summarize the nature of the work performed and job responsibilities |
|  |                  | From To            |   |
| Address  |                  |                    |   |
| Job Title  |                  | Hourly Rate/Salary |   |
|  |                  | Starting           |   |
| Immediate Supervisor and Title                   |                  | \$ Per             |   |
| Reason for Leaving                               |                  | Hourly Rate/Salary |   |
|  |                  | Final              |   |
| May we contact for reference?<br>(circle answer) | Yes No Later     | \$ Per             |   |
| Employer   | Telephone<br>( ) | Dates Employed     | Summarize the nature of the work performed and job responsibilities |
|  |                  | From To            |   |
| Address  |                  |                    |   |
| Job Title  |                  | Hourly Rate/Salary |   |
|  |                  | Starting           |   |
| Immediate Supervisor and Title                   |                  | \$ Per             |   |
| Reason for Leaving                               |                  | Hourly Rate/Salary |   |
|  |                  | Final              |   |
| May we contact for reference?<br>(circle answer) | Yes No Later     | \$ Per             |   |
| Employer   | Telephone<br>( ) | Dates Employed     | Summarize the nature of the work performed and job responsibilities |
|  |                  | From To            |   |
| Address  |                  |                    |   |
| Job Title  |                  | Hourly Rate/Salary |   |
|  |                  | Starting           |   |
| Immediate Supervisor and Title                   |                  | \$ Per             |   |
| Reason for Leaving                               |                  | Hourly Rate/Salary |   |
|  |                  | Final              |   |
| May we contact for reference?<br>(circle answer) | Yes No Later     | \$ Per             |   |

Comments (include explanation of any gaps in employment) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Skills and Qualifications** - Summarize any special training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position which you are applying:

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## Educational Background

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED      College: 1 2 3 4 5 6  
 List last three (3) schools attended, starting with most recent. List number of years completed. Indicate degree or diploma earned, if any, and your Grade Point Average or Class Rank and major and minor field of study (if applicable).

| School | Years Completed | Degree/Diploma | GPA Class Rank | Major | Minor |
|--------|-----------------|----------------|----------------|-------|-------|
|        |                 |                |                |       |       |
|        |                 |                |                |       |       |
|        |                 |                |                |       |       |

List any foreign language(s) you know and check the boxes that describe your skill level.

| Language | Speak Some | Speak Fluently | Read | Write |
|----------|------------|----------------|------|-------|
|          |            |                |      |       |
|          |            |                |      |       |
|          |            |                |      |       |

## References

List name and telephone number of three **business/work references who are not related to you**. Or list three school or personal references **who are not related to you**.

| Name | Relationship | Telephone Number | Years Known |
|------|--------------|------------------|-------------|
|      |              |                  |             |
|      |              |                  |             |
|      |              |                  |             |

List professional accomplishments, publications, awards (exclude information that would reveal sex, race, religion, national origin, age, color, disability, or other protected status). \_\_\_\_\_

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List any additional information you would like us to know about yourself (as it relates to the job). \_\_\_\_\_

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**ALL APPLICANTS PLEASE READ AND SIGN**

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 this 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 and 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 Personnel Policy Manual or any other manuals) constitutes any employment contract or modification of the at-will employment relationship between an applicant/employee and Goodwill.

The contents of any manual or handbook, as well as other Goodwill policies and procedures, 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 the President & CEO, in writing) has the authority to enter into any agreement with me or to make any agreement contrary to the foregoing.

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

This application will remain active for ninety (90) days. Any applicant wishing to be considered for employment beyond ninety days of their original application should reapply.

**Please read the above carefully and sign below:**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date