



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 race, color, religion, creed, age, gender, 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

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 even been employed here before? _____ Yes No

If yes, give dates _____ From ___/___/___ To ___/___/___

Do you have any relatives or friends who work for the Company? Yes No

If yes, who and where do they work? _____

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? \$ _____/Per Hour

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 ()	Dates Employed From To	Summarize the nature of the work performed and job responsibilities
Address			
Job Title		Hourly Rate/Salary Starting	
Immediate Supervisor and Title		\$ Per	
Reason for Leaving		Hourly Rate/Salary Final	
May we contact for reference? (circle answer)	Yes No Later	\$ Per	
Employer	Telephone ()	Dates Employed From To	Summarize the nature of the work performed and job responsibilities
Address			
Job Title		Hourly Rate/Salary Starting	
Immediate Supervisor and Title		\$ Per	
Reason for Leaving		Hourly Rate/Salary Final	
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Address			
Job Title		Hourly Rate/Salary Starting	
Immediate Supervisor and Title		\$ Per	
Reason for Leaving		Hourly Rate/Salary Final	
May we contact for reference? (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. List professional accomplishments, publications, awards (exclude information that would reveal sex, race, religion, national origin, age, color, disability, or other protected status).

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	Phone Number	Years Known

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

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 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

VOLUNTARY EQUAL EMPLOYMENT OPPORTUNITY INFORMATION REQUEST

GWIK.4-42

As a government contractor, **GOODWILL Industries-Knoxville, Inc.** is subject to Executive Order 11246, as amended; Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974; Section 503 and 504 of the Rehabilitation Act of 1973; the Americans With Disabilities Act of 1990; and the Civil Rights Act of 1991.

We request your **voluntary** completion of the following questionnaire to be used ONLY for the purpose of monitoring the success of our affirmative action plan. This information will not be used to discriminate against or show preference for any applicant in the hiring decision. Your immediate attention is requested. **This information will be required upon employment.**

NAME _____ SEX: MALE FEMALE

BIRTH DATE _____ SS# _____

U. S. CITIZENSHIP: YES NO OTHER _____ VISA CLASSIFICATION _____

Country _____

ETHNIC DATA

- Hispanic or Latino**— a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- White**—Non-Hispanic or Latino.
- Black or African American**— Non-Hispanic or Latino.
- Asian (Non-Hispanic or Latino)**—A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent (examples: Cambodia, China, India, Japan, Korea, Pakistan, The Philippines, Thailand, Vietnam)
- Native Hawaiian or Other Pacific Islander (Non-Hispanic or Latino)** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- American Indian or Alaskan Native (Non-Hispanic or Latino)**—A person having origins in any of the original people of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.
- Two or More Races**— All persons who identify with more than one of the above five Non-Hispanic or Latino races.

VETERANS DATA

Are you a Veteran? Yes No If yes, please check one of the categories below:

_____ **Vietnam Era Veteran?** A veteran of the US Military any part of whose service was during the period 8/05/64—5/07/75 who served on active duty for more than 180 days and was discharged with other than a dishonorable discharge or was discharged because of a service-connected disability, or any veteran of the US military who served in the Republic of Vietnam between 2/28/61 and 5/07/75.

_____ **Special Disabled Veteran?** A veteran who served on active duty in the US military and who was discharged because of a service-connected disability, or who is entitled to compensation for disabilities rated at 30% or more, or at 10-20% if the veteran has been determined to have a serious employment handicap.

_____ **Recently Separated Veteran?** Any veteran who served on active duty in the US military during the one year period beginning on the date of such veteran's discharge or release from active duty.

_____ **Other Protected Veteran?** Any other veteran who served on active duty in the US military during a war or campaign for which a campaign badge has been authorized, other than a disabled veteran, veteran of the Vietnam era, or recently separated veteran.

DISABILITIES DATA

Do you have a disability? Yes No

A person with a disability is anyone who 1) has a physical or mental impairment that substantially limits one or more of the major life activities, 2) has a record of such impairment, and/or 3) is regarded as having an impairment. Goodwill Industries hires many people with disabilities. You are encouraged to report any disabilities. Check all that apply :

_____ Physical Handicap (i.e. amputee, wheelchair bound, chronic back problems, hearing/vision loss, etc.)

_____ Chronic/Debilitating Illness (i.e., diabetes, high blood pressure, neurological disease, Muscular Dystrophy, obesity, etc)

_____ Mental Disability _____ Learning Disability _____ Drug/Alcohol Addiction

_____ Other Explain: _____

Work Restrictions/Accommodations needed: _____

REFERRAL SOURCE

- Walk-in Government Employment Agency Private Employment Agency
- Employee Relative School
- Advertisement-Source _____ Other _____

Signature of Applicant/Staff Member

Date