



Goodwill Industries-Knoxville, Inc. Application For Employment

GWIK 4-02

5307 Kingston Pike, P.O. Box 11066

Knoxville, TN 37919

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

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 ____/____/____

How did you find out about us?: _____

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)

Are you at least 18 years of age? Yes No
Have you even been employed here? 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 ____/____/____

Do you have any relatives/friends who work for GWIK? Yes No
What is your desired Salary Range? \$ _____ /hr
If yes, list name and relationship? _____

Type of employment desired: Full-Time Part-Time
Will you work overtime if required? Yes No

Please list any days or hours you are **available** to work: _____

Did you serve in the U. S. Armed Forces? Yes No
What branch? _____
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 & state (if job-related): _____

Highest Education Attained: _____

Name of School Years Completed Degree/Diploma

References (non-relative)

List name and telephone number of three references who are not related to you. Misrepresentation of references will result in automatic dismissal of your application.

Name	Relationship	Phone Number	Years Known

List your last three (3) employers, assignments or voluntary activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section.

Employer Telephone ()	<u>Dates Employed</u> From To	Summarize the nature of the work performed and job responsibilities
Address		
Job Title	<u>Hourly Rate/Salary</u> Starting	
Immediate Supervisor and Title	\$ Per	
Reason for Leaving	<u>Hourly Rate/Salary</u> Final	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later (check answer)	\$ Per	
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Comments (include explanation of any gaps in employment) _____

ALL APPLICANTS PLEASE READ AND SIGN

I certify that the information 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/resume and pre-/post-hiring process will be causes for dismissal at any time without previous notice.

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:**

Signature

Date