

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Name _____
Last First Middle

Phone Number _____ E-mail Address _____

Address _____
Street City State Zip

Describe any U.S. Military Service (Branch, Rank, Nature, and Date of Discharge): _____

Goodwill Industries is committed to hiring and supporting the employment of individuals with criminal backgrounds. However, some positions at Goodwill cannot be held by individuals with particular criminal convictions, so we must ask whether you have ever been convicted of a crime, felony or misdemeanor or whether you are presently charged with a felony: Yes__ No__

If so, list **all** and the what, where, when, and explain the circumstances. Failure to answer this question honestly and completely will prevent you from being considered for, or terminated from, employment with Goodwill Industries: ____

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary desired _____

How did you hear about this position? _____

Are you employed now? _____ If so, may we inquire of your present employer? _____

Have you ever worked for Goodwill Industries before? Yes ___ No ___

If yes, when? _____ Where? _____

Do you have any relatives employed by Goodwill Industries? Yes ___ No ___

If yes, who? _____

Do you have any activities, commitments or responsibilities (for example, personal commitments, car pooling, school, other employment, etc.) which might, in any way, interfere with your ability to work full time, including overtime, in the position for which you are applying?

FORMER EMPLOYMENT (List your last four employers, starting with most recent one.)

DATE MONTH & YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
Start:				
End:	Supervisor: Phone # :			
Start:				
End:	Supervisor: Phone # :			
Start:				
End:	Supervisor: Phone # :			
Start:				
End:	Supervisor: Phone # :			

If you are now employed, why do you want to change your job?

Have you ever been fired, dismissed, asked to resign, resigned by mutual agreement, or otherwise been terminated from any job? Yes ____ No ____

If yes, what job, and why?

EDUCATION

	NAME & LOCATION OF SCHOOL	SUBJECT STUDIED	NUMBER OF YEARS ATTENDED	DID YOU GRADUATE?
High School				
College				
Graduate Study				
Other <small>(e.g. Trade School/ Business School)</small>				

APPLICANT'S CERTIFICATION AND AGREEMENT
READ CAREFULLY AND SIGN BELOW IF YOU AGREE TO THESE TERMS OF EMPLOYMENT:

Certification of Truthfulness: I represent that all my statements in support of my Application for Employment are true and complete. I understand and agree that if Goodwill Industries, at any time, should determine that any requested or relevant information was withheld by me, or any of my statements are false or misleading, I may be terminated from employment.

Employment at Will: If hired by Goodwill Industries, I agree to comply with all rules, regulations, policies, and communications directed to employees, including any changes made from time to time. I understand and agree that all employment at Goodwill Industries is on an at-will basis, and may be terminated by me or by Goodwill Industries at any time for any cause or no cause, and with or without prior notice or warning.

Limitation on Claims: I agree that any claim or suit that relates to my employment with Goodwill Industries or termination of employment must be filed within the following time limits or be forever barred: (1) for suits requiring a Notice of Right to Sue from the EEOC, within 90 days after the EEOC issues that Notice; or (2) for all other claims, within (a) 180 days of the events giving rise to the claim(s), or (b) the time limit specified by statute, whichever is shorter. I waive any statute of limitations that exceeds this time limit.

Authorization to Work: If I am selected for hire, I agree to certify and produce documentation that I am authorized to work as required by the Immigration Reform and Control Act of 1986.

Need for Accommodation: If, due to a physical or mental disability, I need an accommodation to perform the job for which I may be selected, I understand that I must notify the Director of Human Resources of this need.

Privacy and Security: I agree that the contents of any offices, workspaces, files, desks, lockers, computer and computer-generated data, or other Goodwill property I may be using, and of any of my own property I bring onto Goodwill's premises (including without limitation cars, packages and purses) may be inspected by Goodwill at any time, and I waive and promise not to make any claims against Goodwill (or its employees, owners, or agents) relating to such inspection. I agree that, unless directed otherwise in writing by Goodwill Industries, I will not disclose to anyone, or use for my own purposes, any confidential or private information obtained during my employment, including but not limited to documents or information relating to participant services, employee files, medical information about employees, participants, or volunteers, disciplinary issues involving employees, participants, or volunteers, financial information, and the identity of contributors to Goodwill Industries. I agree that if my employment ends, I will deliver to Goodwill Industries all material of any kind that I have relating to its business, including photocopies or personal notes.

Authorization for Release of Information: I authorize and request my former employers, references and educational institutions, to give Goodwill Industries any and all information and opinions about me in their possession; I hereby waive written notice of such release of information and opinions, and I release such former employers, references, and educational institutions from any liability or claim relating to such release of information and opinions.

I agree to the above terms of employment. I agree that if any of the above commitments by me are ever found to be legally unenforceable as written, the particular agreement concerned shall be limited to allow its enforcement as far as legally possible. I understand and agree that no one other than the President and Chief Executive Officer of Goodwill Industries, by a written contract with a specific named individual, has any authority to modify or announce modification of the above terms of employment and policies, or to make any exception to them, or to offer employment on any other terms. I understand and agree that, except as provided above, all benefits, program rules and policies of Goodwill are subject to exceptions or change at any time as decided by Goodwill.

Date _____

Signature _____

EEO Policy Statement

It is the policy of Goodwill Industries of Greater Grand Rapids, Inc. to provide equal membership, employment and service opportunities without regard to race, sex, religion, color, national origin, non-disqualifying handicap and veterans status. As an Equal Employment Opportunity Employer, Goodwill will conduct all practices related to recruitment, selection, hiring, training, supervision, compensation, promotion, demotion, transfer, layoff, discipline, termination and other terms and conditions of employment in a manner which does not discriminate as required by law.