



GOODWILL INDUSTRIES

OF SACRAMENTO VALLEY & NORTHERN NEVADA, INC.

EMPLOYMENT APPLICATION

Goodwill Industries is an equal opportunity employer. Goodwill will not discriminate or tolerate discrimination against any employee or applicant in any manner prohibited by law. Applicants are considered for all positions without regard to disability, race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-related medical condition or disability or any other legally protected status.

This application must be filled out completely to be considered for employment. If you need help with the application, please notify Human Resources at 916-395-9000. We gladly accept resumes, however, you must fill out this application to be considered. You must submit a separate application for each position for which you apply. Please type your name at the bottom of the application before submitting.

Date of application: _____

PERSONAL & GENERAL INFORMATION

Name: _____
Last
First
Middle

Please indicate other names used in previous employment or schooling: _____

Address: _____
Street
City
State
Zip

Home Telephone: () _____ Other Contact Number: () _____

Work Telephone: () _____ Person's Name: _____

Position Desired: _____ Location Desired: _____

Date Available for Employment: _____ Full-Time
 Part-Time Salary/Rate Desired: _____

Where did you hear about this position?

Source: _____ Source Name: _____

AVAILABILITY FOR WORK

Work schedules will include day, evening and weekend hours based on the availability that you indicate on this application. We expect all of our employees to work multiple evening shifts each week, weekends and on certain holidays, as needed and determined by the store manager. Notify your manager immediately if your availability for work hours/days changes. Please indicate below the shifts you are able to work.

	Morning	Afternoon	Evening		Morning	Afternoon	Evening
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Friday			
Tuesday				Saturday			
Wednesday				Sunday			
Thursday							

EDUCATION

High School or equivalent: (Please check highest year completed) 8 9 10 11 12

Do you have a High School Diploma or GED? Yes No

College/University/Other	City/State	Diploma	# Yrs	Degree	Major Area of Study

- Can you, after employment, submit verification of your legal right to work in the United States? Yes No

NOTICE: New employees are required to produce verification of their legal right to work in the United States and present sufficient and genuine documents relating to their identity.

- If under 18, can you provide a work permit? Yes No
- For positions requiring driving, do you have a current California Driver’s License? Yes No
- Have you ever been convicted of a felony or misdemeanor or agreed to a court settlement for a lesser crime after being charged with a felony? Yes No

NOTE: You will not be denied employment because of a conviction record unless the offense conflicts with our goals, mission or is related to the job for which you have applied.

If Yes, please explain. Provide date(s):

- Are you currently employed? Yes No
- May we contact your present employer(s)? Yes No
- Are any of your relatives currently employed at Goodwill Industries? Yes No

If Yes,
Name: _____ Relationship: _____
Name: _____ Relationship: _____

- Were you previously employed by this organization? Yes No

If yes,
Job title/location: _____ / _____

From: _____ to _____
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- Can you perform the essential functions of the job with or without reasonable accommodation? Yes No

EMPLOYMENT HISTORY

CURRENT OR MOST RECENT EMPLOYER:

Employed from _____ to _____

Name of Employer: _____

Starting Position: _____

Street Address: _____

Rate of Pay: \$ _____ FT PT

City, State, Zip: _____

Name of Supervisor: _____

Ending Position: _____

Phone: () _____

Rate of Pay: \$ _____ FT PT

Job Duties: _____

Reason for leaving: _____

NEXT PREVIOUS EMPLOYER ACTIVITY:

Employed from _____ to _____

Name of Employer: _____

Starting Position: _____

Street Address: _____

Rate of Pay: \$ _____ FT PT

City, State, Zip: _____

Name of Supervisor: _____

Ending Position: _____

Phone: () _____

Rate of Pay: \$ _____ FT PT

Job Duties: _____

Reason for leaving: _____

NEXT PREVIOUS EMPLOYER ACTIVITY:

Employed from _____ to _____

Name of Employer: _____

Starting Position: _____

Street Address: _____

Rate of Pay: \$ _____ FT PT

City, State, Zip: _____

Name of Supervisor: _____

Ending Position: _____

Phone: () _____

Rate of Pay: \$ _____ FT PT

Job Duties: _____

Reason for leaving: _____

*FT = Full Time, PT = Part Time

ADDITIONAL INFORMATION

Please provide any additional information (experiences, skills, abilities and training) which may be related to the job you are applying for. You should exclude information which would reveal racial, ethnic, religious, sexual preference or political background or orientation.

EMPLOYMENT REFERENCES: Please list persons we may contact for business references.

NAME	1)	2)	3)
TITLE			
COMPANY			
ADDRESS			
PHONE			

CERTIFICATION: Please read carefully before agreeing.

Interview: I understand that submitting an application is not a guarantee of an interview. I understand that if called for an interview, I will be asked to sign this application.

AT WILL Employment: Company Rules and Regulations. I understand that if accepted for employment, I agree to abide by Goodwill Industries rules, regulations and policies. I understand that I can resign at any time and for any or no reason, and that Goodwill Industries may release me at any time and for any or no reason. I understand that this AT WILL status cannot be modified except by written agreement signed specifically for that purpose by the President/CEO of the company.

Overtime: I may be required to work overtime hours or hours outside a normally scheduled workday or workweek.

References: I authorize Goodwill Industries to communicate with former employers, school officials and persons named as references whom I hereby release from any liabilities or damages whatsoever resulting from exchanges of such information. I understand that reference responses are confidential and not available for my inspection. I understand that employment is contingent upon satisfactory verification of previous employment, clearance for criminal record, and provision of required work eligibility documents.

Correct and Complete Information: To the best of my knowledge, the information and the statements I have made in this application are correct and complete. I understand that if employed, false information provided in this application may result in immediate termination.

I Agree

APPLICANT NAME**DATE**

Be sure you have completed all sections of this application. Incomplete applications will be rejected. This application will be active for 90 days. You may reapply after that time.
