



# Goodwill Industries of Southwest Florida, Inc. Employment Application

(Please Print Legibly)

## Personal Information

Name: Last First Middle Home Telephone

Present Street Address City State Zip

### Position Applied For:

Mobile Telephone

Have you ever used another name?  Yes  No

Is any additional information necessary to enable a check on your work and education record, such as a name change, nickname or use of an assumed name?  Yes  No

If yes, please explain: \_\_\_\_\_

If hired, can you show proof that you are over eighteen years of age?  Yes  No

Are you able, after employment, to present valid, current authorization to work in the United States?  Yes  No

Have ever been discharged from any position?  Yes  No

If "Yes", please provide the date & reason for each discharge:

Please provide the names of any relatives already employed by our organization: \_\_\_\_\_

How were you referred to the Company? \_\_\_\_\_

Do you have a preferred name you go by? \_\_\_\_\_

## Have you ever:

- been convicted in regard to any crime or offense (i.e. misdemeanor, felony, traffic violation, etc.) for which the record has not been sealed or expunged?  Yes  No
- pled guilty in regard to any crime or offense (i.e. misdemeanor, felony, traffic violation, etc.) for which the record has not been sealed or expunged?  Yes  No
- received a suspended imposition of sentence in regard to any crime or offense (i.e. misdemeanor, felony, traffic violation, etc.) for which the record has not been sealed or expunged?  Yes  No

If yes, please briefly describe the nature of the offense (s), the date and place of conviction and the legal disposition of the case. This company will not deny employment to any applicant solely because the person has been convicted of an offense. The company however, may consider the nature, date, and circumstances of the offenses as well as whether the offense is relevant to the duties of the position applied for. California applicants may omit any convictions for possession of marijuana (except for convictions for the possession of marijuana on school grounds or concentrated cannabis) that are more than 2 years old.

Are you currently out on bail; the subject of a current warrant for arrest or released on you own recognizance pending trial?  
Answering "Yes" will not necessarily be disqualifying.  Yes  No

**Applicant Name:** \_\_\_\_\_

## Salary / Hourly Rate Requirements

If your application receives favorable consideration, what salary/hourly rate would you require?

\$ \_\_\_\_\_ per \_\_\_\_\_

## Job Related Skills

Have the requirements and skills of the job been explained to you and/or have you been given a copy of the job description for the position for which you have applied?  Yes  No

1. Do you understand these requirements and skills of the job position?  Yes  No
2. Can you perform the essential functions of the job with or without reasonable accommodation?  Yes  No

## Work Availability

If your application receives favorable consideration, when will you be available to begin work? \_\_\_\_\_

Do you have any objection to working overtime?  Yes  No

Can you work overtime without prior notice?  Yes  No

Can you work on Saturday if required by this position?  Yes  No

Can you work on Sunday if required by this position?  Yes  No

Can you travel if required by this position?  Yes  No

Can you work full-time?  Yes  No

Can you work part-time?  Yes  No

Are you over the age of 18?  Yes  No

## Educational History

School Name/Location	Years Completed	Degree/Diploma
High School _____		
College _____		
Tech. Training _____		

Have you served in the U.S. military?  Yes  No.

If yes, did your military service and training provide with skills you could put to use in this job?  Yes  No.

If yes, please explain \_\_\_\_\_

Please list any other skills, qualifications, education, training and the like that you possess that you believe may be helpful to you in performing the essential functions of the position applied for:

\_\_\_\_\_  
\_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

## Employment Record

Please include ALL employment for the last seven years. Use the back of the form if necessary. **If you attach a resume, you are still required to complete this section.**

**1.** \_\_\_\_\_  
Company Name (Current or Most Recent Employer) Position Held  
\_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Address From To  
\_\_\_\_\_  
Manager / Supervisor Telephone Wage/Salary  
\_\_\_\_\_  
Reason For Leaving  
May we contact this employer?  Yes  No If not, please indicate your reason for the exclusion: \_\_\_\_\_

**2.** \_\_\_\_\_  
Company Name (Current or Most Recent Employer) Position Held  
\_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Address From To  
\_\_\_\_\_  
Manager / Supervisor Telephone Wage/Salary  
\_\_\_\_\_  
Reason For Leaving  
May we contact this employer?  Yes  No If not, please indicate your reason for the exclusion: \_\_\_\_\_

**3.** \_\_\_\_\_  
Company Name (Current or Most Recent Employer) Position Held  
\_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Address From To  
\_\_\_\_\_  
Manager / Supervisor Telephone Wage/Salary  
\_\_\_\_\_  
Reason For Leaving  
May we contact this employer?  Yes  No If not, please indicate your reason for the exclusion: \_\_\_\_\_

**4.** \_\_\_\_\_  
Company Name (Current or Most Recent Employer) Position Held  
\_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Address From To  
\_\_\_\_\_  
Manager / Supervisor Telephone Wage/Salary  
\_\_\_\_\_  
Reason For Leaving  
May we contact this employer?  Yes  No If not, please indicate your reason for the exclusion: \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**References** List persons who are familiar with your work skills and ability such as a former co-worker. Do not include friends and relatives.

<b>1.</b>	_____	_____	_____
	Name	Telephone	Years Known
	_____	_____	_____
	How do they know about your work skills and abilities?	Occupation	
<b>2.</b>	_____	_____	_____
	Name	Telephone	Years Known
	_____	_____	_____
	How do they know about your work skills and abilities?	Occupation	
<b>3.</b>	_____	_____	_____
	Name	Telephone	Years Known
	_____	_____	_____
	How do they know about your work skills and abilities?	Occupation	

**Applicant Name:** \_\_\_\_\_

***PLEASE READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN AND SUBMIT THIS  
EMPLOYMENT APPLICATION***

Goodwill Industries of Southwest Florida, Inc. is an Equal Opportunity Employer which makes employment decisions without regard to race, color, sex, religion, national origin, age, disability or marital status. This Company also complies with the Americans with Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job-related functions. This Company reasonably accommodates qualified individuals with disabilities and bona fide religious beliefs.

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please note that any false or misleading statements made during the interview process or on the application or other company forms are grounds for immediately terminating: (1) the interviewing process (2) the conditional offer of employment or (3) employment if discovered after hiring. All qualified applicants will receive consideration without regard to any status or condition protected by law. A conviction will not necessarily bar an applicant from employment. If you appear to be qualified for the position applied for based upon the information on your application form and/or job interview, the company may make a conditional offer contingent upon submitting to the company's substance abuse testing and the verification of your answers to any requested information through reference and background checks. If you receive a conditional job offer, your conditional job offer may be rescinded if the company's substance abuse testing indicates that you are not in compliance with the company's substance abuse policy or if reference and background check information reveals information that leads the company to believe the employment offer should be withdrawn.

This application for employment has been accepted for consideration regarding the active position vacancy you indicated on the front page. Goodwill Industries of Southwest Florida, Inc. does not accept unsolicited resumes or applications. If you wish to be considered for employment for future active position vacancies, you will be required to submit a new employment application at that time.

In the event that you are hired for a position with the company, you acknowledge (a) that your employment is terminable at will, either by yourself or the company at any time and for any lawful reason and (b) that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of your employment will alter your "at will" employment relationship unless expressed in writing.

**Applicant Name:** \_\_\_\_\_

**CERTIFICATION BY APPLICANT**

I certify that I have read and understand the instructions and information on this application form and all other forms that have been given to me by the company.

I authorize the company and or its agents to verify any information that I have provided and to investigate my background and all statements contained in this employment application as may be necessary to arrive at an employment decision. I authorize all current and former employers, persons, educational institutions, companies and/or law enforcement authorities to release any information concerning my background. I hereby release and hold harmless all such current and former employers, persons, schools, companies, law enforcement authorities and Goodwill Industries of Southwest Florida, Inc. from any liability or damages whatsoever for attempting to, obtaining, providing, or using any such information.

I understand that employment is not for any guaranteed term and may be terminated by the Company or employee at any time for any reason. I further understand that this “at will” employment relationship may not be changed by any written document, verbal statement, or conduct unless such change is specifically acknowledged in writing by an authorized executive of the organization in a written document titled “*Employment Contract*”, and which specifically states the employee is not an “at will” employee.

In the event of employment:

I understand that false, misleading or omitted information given in my employment application, interview(s) or any other document or statement, may result in discharge.

I also understand that I am required to abide by all rules and regulations of the employer.

I understand that Goodwill Industries of Southwest Florida, Inc. is committed to providing a drug-free workplace and that a positive drug test result may be grounds for termination of employment.

I understand that I will be subject to a ninety (90) day introductory period and that during this timeframe I may be released at any time for any reason other than for any status or condition protected by law.

***I certify that all information (in writing or otherwise) given by me to the company is complete, accurate and true to the best of my knowledge and belief.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date