

EMPLOYMENT APPLICATION

LAST NAME		FIRST	MIDDLE	DATE	
ADDRESS STREET / P.O. BOX			CITY	HOME PHONE #	BEST TIME TO CONTACT?
STATE	ZIP CODE	EMAIL		CELL PHONE #	OTHER CONTACT #

How did you find out about the position you are applying for (Circle those that apply)?

Friend/Relative
 Goodwill Employee
 Employment Agency
 Internet
 College/School
 Newspaper Advertisement (Which paper?) _____
 Other _____

POSITION APPLIED FOR	DATE AVAILABLE	SHIFT/S (Circle all that apply) Mornings Afternoons Evenings	Day/s Available (Circle all that apply) Sun Mon Tue Wed Thu Fri Sat
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TYPE OF EMPLOYMENT DESIRED: FULL TIME PART TIME OTHER

DESIRED SALARY RANGE: _____

LOCATION PREFERENCE: BELLEVUE STORE FREMONT STORE HURON STORE NORWALK STORE PORT CLINTON STORE SANDUSKY STORE

WILLARD STORE BELLEVUE PLANT FREMONT PLANT SANDUSKY PLANT/OFFICE/VOC HAB PORT CLINTON VOC HAB

IS THERE ANYTHING THAT WILL PREVENT YOU FROM MEETING THE REQUIRED WORK SCHEDULES? YES _____ NO _____

IF YES, PLEASE EXPLAIN _____

ARE YOU AT LEAST 18 YEARS OF AGE? YES _____ NO _____

IF YOU ARE UNDER 18, CAN YOU PROVIDE A WORK PERMIT IF NECESSARY? YES _____ NO _____

HAVE YOU EVER WORKED FOR Goodwill Industries of Erie, Huron, Ottawa, & Sandusky Counties, Inc.? YES _____ NO _____

PLEASE CIRCLE LOCATION BELLEVUE STORE FREMONT STORE HURON STORE NORWALK STORE PORT CLINTON STORE SANDUSKY STORE

WILLARD STORE BELLEVUE PLANT FREMONT PLANT SANDUSKY PLANT/OFFICE/VOC HAB PORT CLINTON VOC HAB

IF YES, PLEASE LIST DATES: _____

DO YOU HAVE RELATIVES WORKING FOR GOODWILL INDUSTRIES? YES _____ NO _____

IF YES, PLEASE LIST _____

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES ON A FULL TIME BASIS? YES NO

DO YOU HAVE A VALID DRIVER'S LICENSE? YES NO STATE _____

EDUCATION

School:	High School				College/University				Graduate/Professional			
Highest Level Completed	9	10	11	12	1	2	3	4	1	2	3	4
School Attended												
Diploma/Degree												
Course of Study												

TRADE, BUSINESS, OR VOCATIONAL SCHOOL	NUMBER OF YEARS ATTENDED: _____	DEGREE
	GRADUATE? YES NO	

SKILLS AND QUALIFICATIONS: Summarize additional skills, licenses/certifications and qualifications acquired from past employment, experience, education or training.

EQUAL OPPORTUNITY EMPLOYMENT

APPLICANTS WILL RECEIVE CONSIDERATION FOR POSITIONS, WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, EXCEPT WHERE SEX IS A BONAFIDE OCCUPATIONAL QUALIFICATION, SEXUAL ORIENTATION, MARITAL STATUS, INDIVIDUALS WITH DISABILITIES, AND EQUALLY TO DISABLED VETERANS, OTHER PROTECTED VETERANS AND VETERANS OF THE VIETNAM ERA.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

EMPLOYER		DATE EMPLOYED		WORK PERFORMED
		FROM	TO	
ADDRESS				
TELEPHONE NUMBER(S)		HOURLY RATE/SALARY		
		STARTING	FINAL	
JOB TITLE	SUPERVISOR			
May we contact for reference?				
Yes No				
REASON FOR LEAVING:				

EMPLOYER		DATE EMPLOYED		WORK PERFORMED
		FROM	TO	
ADDRESS				
TELEPHONE NUMBER(S)		HOURLY RATE/SALARY		
		STARTING	FINAL	
JOB TITLE	SUPERVISOR			
May we contact for reference?				
Yes No				
REASON FOR LEAVING:				

EMPLOYER		DATE EMPLOYED		WORK PERFORMED
		FROM	TO	
ADDRESS				
TELEPHONE NUMBERS(S)		HOURLY RATE/SALARY		
		STARTING	FINAL	
JOB TITLE	SUPERVISOR			
May we contact for reference?				
Yes No				
REASON FOR LEAVING:				

EMPLOYER		DATE EMPLOYED		WORK PERFORMED
		FROM	TO	
ADDRESS				
TELEPHONE NUMBER(S)		HOURLY RATE/SALARY		
		STARTING	FINAL	
JOB TITLE	SUPERVISOR			
May we contact for reference?				
Yes No				
REASON FOR LEAVING:				

EMPLOYER		DATE EMPLOYED		WORK PERFORMANCE
		FROM	TO	
ADDRESS				
TELEPHONE NUMBER(S)		HOURLY RATE/SALARY		
		STARTING	FINAL	
JOB TITLE	SUPERVISOR			
May we contact for reference?				
Yes No				
REASON FOR LEAVING:				

REFERENCES

Provide contact information for 3 professional references.

Name _____ Company _____

Phone Number: _____ Title _____

Name _____ Company _____

Phone Number: _____ Title _____

Name _____ Company _____

Phone Number: _____ Title _____

APPLICANT'S STATEMENT (Signature Required for Application to be Complete)

I certify that all information I have provided herein is true and complete to the best of my knowledge and belief. I agree and understand that any omissions, misstatements, and false information in my application or interview(s) may be cause for rejection of this application or eligibility of employment, or may result in immediate discharge whenever it is discovered. I understand that this application must be filled out completely in order for me to be considered for employment. I further understand that this application will remain active for one (1) year from date of completion; after which time I must reapply.

I hereby authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, including but not limited to credit, criminal and education checks ; further authorizing references and employers listed above to give you any and all information concerning my previous employment and pertinent information that they may have, from all liability for any claim or damage that may result from furnishing such information from you.

If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. I additionally understand and acknowledge that this application does not constitute an employment contract or offer of employment and that any employment relationship is "at will", which means that I (the Employee) may resign at any time and that Goodwill Industries of Erie, Huron, Ottawa and Sandusky Counties, Inc. (the Employer) may discharge me at any time with or without notice. It is further understood that no individual representative of the company, other than the president, may alter this "at will" employment relationship either verbally or in writing. I understand that I must at all times abide by the company's rules and regulations.

Signature of Applicant

Date

AFFIRMATIVE ACTION VOLUNTARY INFORMATION

GOODWILL INDUSTRIES of Erie, Huron, Ottawa and Sandusky Counties, Inc. is an Equal Opportunity Employer and all applicants are considered for positions without regard to race, color, religion, age, sex, except where sex is a *bona fide* occupational qualification, sexual orientation, national origin, citizenship, age, mental or physical disabilities, disabled veterans, veterans of the Vietnam era, members of the reserve/national guard or any other similarly protected status.

GOODWILL INDUSTRIES of Erie, Huron, Ottawa and Sandusky Counties, Inc. is subject to certain federal recordkeeping and reporting requirements. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse consideration/treatment. This information will be used in accordance with provisions of applicable laws, executive orders and regulations; kept separate from your application.

Please do not sign this form.

Applicant Information

- Male
- Female
- Disabled
- Veteran

Vietnam Veteran _____ Special Disabled Veteran _____ Other Eligible Veteran _____

Please check one of the following Equal Employment Opportunity identification groups:

- Hispanic or Latino
- White (not Hispanic or Latino)
- Black or African American (not Hispanic or Latino)
- Native Hawaiian or Other Pacific Islander
- Asian (not Hispanic or Latino)
- American Indian or Alaska Native (not Hispanic or Latino)
- Two or more races (not Hispanic or Latino) – all persons who identify with more than one of the above

FAIR CREDIT REPORTING ACT

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.