



*Goodwill Industries of the Redwood Empire is an Equal Opportunity Employer.
Race, color, religion, age, gender, disability, sexual orientation, marital or veteran status, place of national origin and other categories protected by law are not factors in hiring, promotion, compensation or working conditions.*

Employment Application

Date: _____

Please print legibly in your own handwriting

LAST NAME	FIRST NAME	INITIAL
STREET ADDRESS		
CITY	STATE	ZIP
HOME PHONE	EMAIL	OTHER PHONE

Employment Desired

POSITION APPLIED FOR:							
Are you applying for:							
Regular full-time work?.....						<input type="checkbox"/> Yes	<input type="checkbox"/> No
Regular part-time work?.....						<input type="checkbox"/> Yes	<input type="checkbox"/> No
Temporary, on-call or casual work?.....						<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you be available to work overtime, if necessary?.....						<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you be available to work holidays, if necessary?.....						<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please indicate your daily availability to work for each day below (<i>circle AM/PM</i>):							
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
START TIME	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
END TIME	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
If hired, what is the date you would be available to start work.....							
What is the salary you desire?.....					\$	<input type="checkbox"/> Hourly	<input type="checkbox"/> Annually
Is there a specific geographic area you prefer to work in? <i>Please indicate all below</i>							<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Southern Sonoma County <input type="checkbox"/> Northern Sonoma County <input type="checkbox"/> Mendocino County <input type="checkbox"/> Napa County <input type="checkbox"/> Lake County							

Personal Information

1. Have you ever applied to or worked for Goodwill Industries of the Redwood Empire (GIRE) before? Yes No
 If yes, when/where? _____
2. Do you have any friends or relatives working for GIRE? If yes, state name(s) and relationship: Yes No
 Name: _____ Relationship: _____
 Name: _____ Relationship: _____
3. Why are you applying to work at Goodwill Industries?

4. Are you at least 18 years old? (if under 18, hire is subject to verification that you are of minimum legal age and a work permit may be required) NOTE: Some positions and locations require employees to be at least 18 years old Yes No
5. If hired, can you present evidence of proof of eligibility to live and work in the U.S.? Yes No
6. Have you ever been convicted of a criminal offense (felony or misdemeanor)? **Failure to completely disclose will result in automatic disqualifications.** Be sure to include traffic violations for which you paid a fine and/or were convicted. Convictions for marijuana-related offenses that are more than two years old need not be listed. Yes No
 If yes, state nature of crime(s), when and where convicted and disposition of the case.

- (Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)
7. Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.) Yes No
 If no, describe the functions that cannot be performed.

8. How did you hear about this opening? _____
 (please include the name of the employee who referred you, if applicable)

Special Skills

1. What are your skills in the English language: Fluent Speak Some Write Understand
2. Are there other languages that you are skilled in?..... Yes No
 If yes, which language(s)? _____ Fluent Speak Write Understand
 _____ Fluent Speak Write Understand
3. Do you have any other experience, training, qualifications or skills you feel make you especially suited for work at Goodwill Industries? Yes No
 If yes, please explain: _____

Employment History

List below **all** present and past employment starting with your most recent employer for the last TEN years. **Account for all periods of unemployment.** You must complete all parts of this section even if you are attaching a resume.

NAME OF EMPLOYER	PHONE NUMBER ()	DATES OF EMPLOYMENT	
		FROM	TO
STREET ADDRESS	CITY	STATE	ZIP
YOUR SUPERVISOR'S NAME	YOUR POSITION		
YOUR JOB DUTIES			
REASON FOR LEAVING		ENDING PAY \$	
MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE?.....			<input type="checkbox"/> Yes <input type="checkbox"/> No
NAME OF EMPLOYER	PHONE NUMBER ()	DATES OF EMPLOYMENT	
		FROM	TO
STREET ADDRESS	CITY	STATE	ZIP
YOUR SUPERVISOR'S NAME	YOUR POSITION		
YOUR JOB DUTIES			
REASON FOR LEAVING		ENDING PAY \$	
MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE?.....			<input type="checkbox"/> Yes <input type="checkbox"/> No
NAME OF EMPLOYER	PHONE NUMBER ()	DATES OF EMPLOYMENT	
		FROM	TO
STREET ADDRESS	CITY	STATE	ZIP
YOUR SUPERVISOR'S NAME	YOUR POSITION		
YOUR JOB DUTIES			
REASON FOR LEAVING		ENDING PAY \$	
MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE?.....			<input type="checkbox"/> Yes <input type="checkbox"/> No

Note: Attach additional page(s) if necessary

Education, Training & Experience

School	Name & Location	No Years Completed	Did You Graduate?	Degree or Diploma
High School	NAME		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	CITY	STATE		
College or University	NAME		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	CITY	STATE		
Vocational Business or Other	NAME		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	CITY	STATE		

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

FIRST NAME	LAST NAME		PHONE NUMBER ()	
STREET ADDRESS		CITY	STATE	ZIP
OCCUPATION			NO. YEARS ACQUAINTED	
FIRST NAME	LAST NAME		PHONE NUMBER ()	
STREET ADDRESS		CITY	STATE	ZIP
OCCUPATION			NO. YEARS ACQUAINTED	
FIRST NAME	LAST NAME		PHONE NUMBER ()	
STREET ADDRESS		CITY	STATE	ZIP
OCCUPATION			NO. YEARS ACQUAINTED	

Military Services

Have you obtained any special skills or abilities as a result of service in the military? Yes No

If so, describe:

--

Please read carefully, initial each paragraph and sign below:

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials

I hereby authorize Goodwill Industries of the Redwood Empire to thoroughly investigate my references, work record, education and other matters relating to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Goodwill Industries of the Redwood Empire, my former employers and all others persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Goodwill Industries of the Redwood Empire. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Goodwill Industries of the Redwood Empire, and that no promises or representations contrary to the foregoing are binding on Goodwill Industries of the Redwood Empire unless made in writing and signed by me and the President and CEO of Goodwill Industries.

Initials

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by Goodwill Industries of the Redwood Empire (or their agent), I am entitled to copies of any such public records obtained by Goodwill Industries of the Redwood Empire unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

Initials

I waive receipt of a copy of any public record described in the paragraph above.

I understand that all Goodwill Industries of the Redwood Empire requires post-offer, pre-employment physical examinations and drug tests. All offers of employment are contingent upon satisfactory results of a both the physical exam and the drug test. Further, I acknowledge that Goodwill Industries of the Redwood Empire does not accommodate the use of medical marijuana even when a prescription has been issued under California's Compassionate Use Act. In accordance with the California Supreme Court decision, a positive test result for the use of marijuana, even those holding a valid prescription, will result in a withdrawal of an offer of employment.

Initials

Applicant's Signature

Date

Equal Employment Opportunity Data

Application Date

To be completed by applicant:

Completion of this form is entirely voluntary, and all information will remain confidential and will not affect your application for employment. We are required by law to collect this information for equal opportunity employment purposes, and it will not become part of your personnel record if you are hired by this company.

Name: _____

Sex: Male Female

Race/Ethnicity: American Indian/Alaskan Native
 Asian/Pacific Islander
 Black
 Hispanic
 White

Government contractors must take affirmative action to employ and advance certain qualified individuals subject to the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Act of 1974. Completion of the following information is voluntary, and will assist us in proper placement and reasonable accommodation. If you wish to be identified as qualifying for such placement or accommodation, please check where applicable:

- Vietnam Era Veteran
- Disabled Veteran
- Individual with a Disability

Position applied for: _____

Referral source: _____
(For example, newspaper, CalJobs, walk-in, friend, employee)

To be completed by employer:

EEO-1 Category: 1. Officials and managers 6. Crafts - skilled
 2. Professionals 7. Operatives - semi-skilled
 3. Technicians 8. Laborers - unskilled
 4. Sales 9. Service workers
 5. Office and clerical

Employer information completed by:

Name

Date