



**AN EQUAL OPPORTUNITY EMPLOYER**

Goodwill's policy is to provide equal employment opportunities for all without regard to disability, genetic information of any individual or the individual's family, race, color, religion, sex (including pregnancy), national origin age, or veteran's status including disabled veterans and veterans of the Vietnam era.

**GOODWILL INDUSTRIES OF TULSA, INC.**

**APPLICATION FOR EMPLOYMENT**

|                           |                      |                           |             |                       |
|---------------------------|----------------------|---------------------------|-------------|-----------------------|
| HR INTERVIEW              | SUPERVISOR INTERVIEW | REFERENCES & ADP          | OSCN        | BACKGROUND AND/OR MVR |
| COMM. SVS REGISTRY LETTER | HR REVIEW            | DIRECTOR INITIAL & REVIEW | HR DIRECTOR | HR OFFER              |

DATE \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

| GENERAL INFORMATION (Please Print Clearly)  |                       |          |
|---|-----------------------|----------|
| Name (Last)   | (First)               | (Middle) |
| Street Address  |                       |          |
| City  | State                 | Zip Code |
| Telephone (Primary)   | Telephone (secondary) |          |
| Email   |                       |          |
| Social Security Number _____ - _____ - _____  |                       |          |
| Have you ever applied for employment with Goodwill Industries of Tulsa?<br>If yes, when? _____ <input type="checkbox"/> Yes <input type="checkbox"/> No   |                       |          |
| Have you ever been employed by Goodwill Industries of Tulsa?<br>If yes, when? _____ <input type="checkbox"/> Yes <input type="checkbox"/> No  |                       |          |
| Have you ever been convicted of a crime?<br>(Convictions will not necessarily disqualify applicant. Each case is considered individually.)<br>If yes, please list details, including date(s) of conviction(s) and jurisdiction(s) of crime(s).<br>City/State _____ Date: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No |                       |          |

| EMPLOYMENT INTERESTS (Please Print Clearly)   |
|---|
| Position applying for :   |
| 1st Choice _____  |
| 2nd Choice _____  |
| I would prefer to work : (Indicate all that apply)  |
| <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings |
| <input type="checkbox"/> Days <input type="checkbox"/> Nights Number Of Hours Available _____   |
| Indicate days and hours you <b>cannot</b> work?   |
| When are you available to start? _____ Starting Pay Desired _____   |
| Do you have a preferred work-site location?<br>_____<br>_____   |
| How did you learn of this job opening? (Please Specify)   |
| <input type="checkbox"/> Newspaper _____  |
| <input type="checkbox"/> Employee Referral _____  |
| <input type="checkbox"/> Job Fair _____   |
| <input type="checkbox"/> Sign or Posting _____  |
| <input type="checkbox"/> LinkedIn _____   |
| <input type="checkbox"/> Indeed _____   |
| <input type="checkbox"/> Craigslist _____   |
| <input type="checkbox"/> Other (Please Specify) _____   |

| ADDITIONAL INFORMATION (Please Print Clearly)  |  |
|--|--|
| Are you legally authorized to work in the United States?   | <input type="checkbox"/> Yes <input type="checkbox"/> No               |
| Are you related to anyone employed or previously employed by Goodwill Industries of Tulsa?   | <input type="checkbox"/> Yes <input type="checkbox"/> No Who? _____    |
| Have you ever worked under another name? If yes, please state name(s).   | <input type="checkbox"/> Yes <input type="checkbox"/> No Name(s) _____ |
| Are you at least 18 years old? If no, please state date of birth.  | <input type="checkbox"/> Yes <input type="checkbox"/> No Date _____    |
| FOR JOB REQUIRING DRIVING (All retail management jobs and most work force development jobs require a license, proof of insurance and a vehicle.) |  |
| Do you have a valid driver's license?  | <input type="checkbox"/> Yes <input type="checkbox"/> No               |
| State _____ Driver's License Number _____  |  |
| Have you had 3 or more moving vehicle violations in the last 5 years?  | <input type="checkbox"/> Yes <input type="checkbox"/> No               |

**COMPLETE EMPLOYMENT HISTORY (Please Print Clearly)****May we contact your present employer(s)?**  Yes  No

If no, at what point may we contact your employer? \_\_\_\_\_

|                             |      |                    |  |   |
|-----------------------------|------|--------------------|--|---|
| Employer Name - Most Recent |      |                    | Date Started (Month/Year)              | Date Left (Month/Year)  |
| Address                     | City | State              | Position held                          |   |
| Telephone                   |      |                    | Starting Wage                          | Ending Wage   |
| Name of supervisor          |      | Supervisor's Title | Description of major responsibilities: | Were you employed through a temporary agency?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| Reason for leaving          |      |                    |  |   |

|                                 |      |                    |  |   |
|---------------------------------|------|--------------------|--|---|
| Employer Name - 2nd Most Recent |      |                    | Date Started (Month/Year)              | Date Left (Month/Year)  |
| Address                         | City | State              | Position held                          |   |
| Telephone                       |      |                    | Starting Wage                          | Ending Wage   |
| Name of supervisor              |      | Supervisor's Title | Description of major responsibilities: | Were you employed through a temporary agency?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| Reason for leaving              |      |                    |  |   |

|                                 |      |                    |  |   |
|---------------------------------|------|--------------------|--|---|
| Employer Name - 3rd Most Recent |      |                    | Date Started (Month/Year)              | Date Left (Month/Year)  |
| Address                         | City | State              | Position held                          |   |
| Telephone                       |      |                    | Starting Wage                          | Ending Wage   |
| Name of supervisor              |      | Supervisor's Title | Description of major responsibilities: | Were you employed through a temporary agency?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| Reason for leaving              |      |                    |  |   |

|                                 |      |                    |  |   |
|---------------------------------|------|--------------------|--|---|
| Employer Name - 4th Most Recent |      |                    | Date Started (Month/Year)              | Date Left (Month/Year)  |
| Address                         | City | State              | Position held                          |   |
| Telephone                       |      |                    | Starting Wage                          | Ending Wage   |
| Name of supervisor              |      | Supervisor's Title | Description of major responsibilities: | Were you employed through a temporary agency?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| Reason for leaving              |      |                    |  |   |

|                                 |      |                    |  |   |
|---------------------------------|------|--------------------|--|---|
| Employer Name - 5th Most Recent |      |                    | Date Started (Month/Year)              | Date Left (Month/Year)  |
| Address                         | City | State              | Position held                          |   |
| Telephone                       |      |                    | Starting Wage                          | Ending Wage   |
| Name of supervisor              |      | Supervisor's Title | Description of major responsibilities: | Were you employed through a temporary agency?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| Reason for leaving              |      |                    |  |   |

**EDUCATION (Please Print Clearly)**

| Name of School        | Address | Did you Graduate   | Area of Study | G.P.A. |
|-----------------------|---------|--|---------------|--------|
| High School           |         | <input type="checkbox"/> Yes <input type="checkbox"/> No |               |        |
| College/University    |         | <input type="checkbox"/> Yes <input type="checkbox"/> No |               |        |
| Trade School or Other |         | <input type="checkbox"/> Yes <input type="checkbox"/> No |               |        |

**PROFESSIONAL REFERENCES (Other than relatives) (Please Print Clearly)**

| Name | Address | Relationship (Supervisor, Co-worker, etc.) | Phone |
|------|---------|--|-------|
|      |         |  |       |
|      |         |  |       |
|      |         |  |       |

**SPECIAL SKILLS (Please Print Clearly)**

Please list any special training, work experience, honors, awards, or skills you may have acquired from previous employment or training.

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**EMPLOYMENT GAPS (Please Print Clearly)**

Please list any dates that you were **not employed** and the reason why.

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**REMARKS (Please Print Clearly)**

Why do you want to work for Goodwill Industries of Tulsa?

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# PRE-EMPLOYMENT STATEMENT

Please read very carefully before signing below

**I understand and voluntarily agree that :**

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, is grounds for discharge if hired.
2. Any offer of employment I may receive from Goodwill Industries of Tulsa, Inc. (Hereinafter "Goodwill") is contingent upon successful completion of Goodwill's total pre-employment screening process, including Goodwill receiving references that it considers satisfactory. Once pre-employment screening is completed and satisfactory references have been received, post job offer, pre-employment physical examination may be required.
3. I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol and/or drug screening at any time at the discretion of Goodwill and in accordance the Goodwill drug and alcohol abuse policy and testing program.
4. In processing my application for employment, Goodwill may verify all the information provided by me, or may procure or have prepared an investigative report for this purpose concerning, among other things, my prior employment, education, character, general reputation, personal characteristics and criminal record.
5. In consideration of my employment, I agree to comply with the policies and procedures of Goodwill. I understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either Goodwill or me. I further understand that no manager or representative of Goodwill other than the President has the authority to enter into any agreement with me for employment for any specified period of time or make any agreement different from or contrary to any Goodwill policy. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by the President of Goodwill.
6. I understand that Goodwill is an employer and rehabilitation center for individuals with disabilities and other barriers to employment. I, therefore, agree to cooperate fully with Goodwill staff and management when working with any employee or client. I understand that failure to do so will be considered reason for immediate termination from my employment. I understand and agree that no employment contract exists between Goodwill and me.
7. I understand that this application will be active for a period of 60 days only.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## FOR OFFICIAL USE ONLY AT THE INTERVIEW

The following information is to be determined by the applicant reviewing the job description during the interview. In all cases, the applicant must sign and date this section.

1. Is applicant able to perform essential job functions for the position of \_\_\_\_\_ ?  Yes  No

2. I can lift: (check all that apply)  10lbs  20lbs  50lbs  100lbs with a 2-man lift

3. I can push/pull: (check all that apply)  10lbs  20lbs  50lbs  100lbs with a 2-man lift

4. If applicant did not mark questions 2 and 3, what are the specific limitations on such employment? \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date