

GOODWILL INDUSTRIES OF TULSA, INC.



APPLICATION FOR EMPLOYMENT

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.

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

GENERAL INFORMATION		
Name (Last)	(First)	(Middle)
Address		
City	State	Zip
Phone (primary)	Phone (secondary)	
Email		
Are you legally authorized to work in the United States? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Do you have a valid Social Security Number? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Are you at least 18 years old? <input type="checkbox"/> No <input type="checkbox"/> Yes Date of birth if no: _____		
Have you ever worked under another name? <input type="checkbox"/> No <input type="checkbox"/> Yes Name(s): _____		
Have you ever been convicted of a crime? (Convictions will not necessarily disqualify applicant. Each case is considered individually.) <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please list details including date(s) of conviction(s) and jurisdiction(s) of crime(s). Date City/State Details		
FOR JOBS 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"/> No <input type="checkbox"/> Yes State: _____ Number: _____ Have you had three (3) or more moving vehicle violations in the last five (5) years? <input type="checkbox"/> No <input type="checkbox"/> Yes		

Please be sure to fill out all fields and print clearly to be considered for employment at Goodwill Industries of Tulsa.

EMPLOYMENT INTERESTS	
Today's Date: _____	
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 <u>cannot</u> work: _____	
When are you able to start? _____	Desired hourly salary: _____
What is your preferred work-site location? _____	
How did you learn of this job opening? _____	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) _____	
Have you ever applied for employment with Goodwill Industries of Tulsa? <input type="checkbox"/> No <input type="checkbox"/> Yes, When? _____	
Have you ever been employed by Goodwill Industries of Tulsa? <input type="checkbox"/> No <input type="checkbox"/> Yes, When? _____	
Are you related to anyone employed by Goodwill Industries of Tulsa? <input type="checkbox"/> No <input type="checkbox"/> Yes, Who? _____	

EDUCATION				
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		

COMPLETE EMPLOYMENT HISTORY

May we contact your present employer(s)?

Yes No

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

Employer (most recent)			Date started (month/year)	Date left (month/year)	Were you employed through a temporary agency? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	City	State	Position held		
Name of supervisor			Starting salary (hourly)	Ending salary (hourly)	
Supervisor's title	Phone		Description of major responsibilities		
Reason for leaving					

Employer (2 nd most recent)			Date started (month/year)	Date left (month/year)	Were you employed through a temporary agency? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	City	State	Position held		
Name of supervisor			Starting salary (hourly)	Ending salary (hourly)	
Supervisor's title	Phone		Description of major responsibilities		
Reason for leaving					

Employer (3 rd most recent)			Date started (month/year)	Date left (month/year)	Were you employed through a temporary agency? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	City	State	Position held		
Name of supervisor			Starting salary (hourly)	Ending salary (hourly)	
Supervisor's title	Phone		Description of major responsibilities		
Reason for leaving					

Employer (4 th most recent)			Date started (month/year)	Date left (month/year)	Were you employed through a temporary agency? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	City	State	Position held		
Name of supervisor			Starting salary (hourly)	Ending salary (hourly)	
Supervisor's title	Phone		Description of major responsibilities		
Reason for leaving					

SPECIAL SKILLS

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

EMPLOYMENT GAPS

Please list any date(s) that you were not employed and the reason(s) why.

REMARKS

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

PROFESSIONAL REFERENCES (Not relatives or friends)

Name	Address	Relationship (supervisor, coworker, etc.)	Phone

(A professional reference is someone you have worked or volunteered with that can speak to your work ethic and character. Please do not list family or friends.)

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. 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 character 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. I understand and agree that no employment contract exists between Goodwill and me.
6. Goodwill is an employer, a school and provider of education and support services 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 and to work with supported employees, clients and program participants in a professional and business-like manner. I understand that failure to do so will be considered reason for immediate termination from my employment.
7. This application will be active for a period of 60 days only.

X

Signature

Date

(This is the end of the application.)

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 just 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): 10 lbs 20 lbs 50 lbs 100 lbs with a 2-person lift
3. I can push/pull (check all that apply): 10 lbs 20 lbs 50 lbs 100 lbs
4. If applicant did not mark questions 2 and 3, what are the specific limitations on such employment?

Interviewee Signature

Date of Interview