



EQUAL OPPORTUNITY EMPLOYER APPLICATION FORM

AN APPLICANT REQUIRING ACCOMMODATION TO COMPLETE THIS APPLICATION SHOULD NOTIFY THE HUMAN RESOURCES DEPARTMENT.

PERSONAL

Date of application _____

Name (Last) (First) (Middle)

Address (Number) (Street) (City) (State) (Zip Code)

In case of emergency, notify (Name) (Address) (City) (State) (Zip Code) (Telephone No.)

Home Phone () Business Home () Cell Phone ()

Are you 18 years or older? Yes No If under 18, indicate Date of Birth

Are you a U.S. citizen? Yes No Are you legally eligible to work in the U.S.A.? Yes No

Have you ever worked for Goodwill Industries before? Yes No If yes, date(s)

Previous position Supervisor's Name

Reason for leaving

List any friends, relatives, or in-laws, already employed here

Are you currently employed? Yes No If so, may we inquire your present employer? Yes No

EMPLOYMENT DESIRED

Position(s) applied for:

Can you perform the duties of the position in which you wish to be employed, with or without accommodation? Yes No

If applying for driver's position, we require your commercial driver's license number: and class:

Kind of work sought: Full time Part Time Other 1st Shift 2nd shift

Expected Pay Date you can start

Please indicate experience and skill that relate to the position(s) applied for:

MILITARY

Have you had any experience in the Armed Forces of the United States? (optional) Yes _____ No _____

Discharge Date: _____ Rank at Discharge: _____ Are you in the reserves? _____ If yes, date obligation ends: _____

List any special Military training: _____

REFERENCES (Do not list relatives or former employers)

1. _____
(Name) (Address) (Phone) (No. of Years Known)
2. _____
(Name) (Address) (Phone) (No. of Years Known)
3. _____
(Name) (Address) (Phone) (No. of Years Known)

Who suggested that you apply for a position here? _____

ADDITIONAL INFORMATION

Have you ever been convicted of a felony? Yes _____ No _____ (A "Yes" answer will not automatically disqualify you).

If yes, when, where and disposition of offense? _____

EDUCATION

EDUCATION	NAME OF SCHOOL	NO. OF YEARS COMPLETED	DIPLOMA/DEGREE YEAR COMPLETED	COURSES OF STUDY
Elementary School				
High School				
College				
Graduate				

List any other educational training: _____

EMPLOYMENT EXPERIENCE (List below all present and past employment, beginning with your most recent).

EMPLOYER	DATES:	
	FROM:	TO:
ADDRESS/TELEPHONE	HOURLY RATE/SALARY	
	STARTING:	FINAL:

JOB TITLE/WORK PERFORMED/SUPERVISOR

REASON FOR LEAVING

EMPLOYER	DATES:	
	FROM:	TO:
ADDRESS/TELEPHONE	HOURLY RATE/SALARY	
	STARTING:	FINAL:

JOB TITLE/WORK PERFORMED/SUPERVISOR

REASON FOR LEAVING

EMPLOYER	DATES:	
	FROM:	TO:
ADDRESS/TELEPHONE	HOURLY RATE/SALARY	
	STARTING:	FINAL:

JOB TITLE/WORK PERFORMED/SUPERVISOR

REASON FOR LEAVING

**PLEASE READ CAREFULLY
APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand false statements on this application shall result in dismissal from employment when they are discovered.

Goodwill Industries of Greater Detroit is an at-will employer, and that I understand and agree that my employment and compensation is for no definite period and may, regardless of the time and manner of payment of my wages and salary, be terminated at any time by me or the company, with or without cause, and without any previous notice. I also understand and agree that the Company has the right to unilaterally modify and/or terminate any policies, practices, procedures and standards it has adopted or implemented, to the extent not limited by law. I acknowledge that no Company employee nor representative, other than its President, has either the power or authority to enter into any agreement for employment for any specified period of time, or to make any representations or agreements contrary to any prior representations, promises, contracts or statements made by or on behalf of the Company are expressly superseded by the foregoing.

Goodwill Industries of Greater Detroit is an Equal Opportunity Employer. It is the policy of Goodwill Industries of Greater Detroit to provide equal opportunity regardless of race, religion, color, national origin, veteran status, sex, age, marital status, height, weight, disability or handicap.

I understand that Michigan Law requires that an employee requiring accommodations, request such an accommodation in writing within 182 days after the need for the accommodation becomes known. Such request should be made to the Human Resources Department.

Applicant Signature _____ Date _____

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with this company will be based on your merit and on no other consideration. Goodwill Industries of Greater Detroit is a smoke-free and drug-free work environment.

DO NOT WRITE BELOW THIS LINE

Interviewed By _____ Date _____