

# ALL QUESTIONS MUST BE ANSWERED FOR EMPLOYMENT CONSIDERATION

If you need help completing this application, please ask for assistance.

Goodwill Location Applying For:

Date: _____	<b>GOODWILL INDUSTRIES OF MICHIANA, INC.</b>	Revised: 5/08
<b>APPLICATION FOR EMPLOYMENT</b>		
An Equal Opportunity Employer		
Social Security Number _____	Position Applying For _____	
List all days and hours you are available to work: _____		
40 hours    Part Time		
Can you work both Saturday and Sunday? (Circle one) Yes    No      Can you work overtime? (Circle one) Yes No		
Name: _____		
Last	First	Middle      (Other name(s) you have worked under)
Address: _____		
Street	City	State      Zip
Home Phone: _____	Cell Phone _____	E-mail Address _____

Referred to Goodwill by: \_\_\_\_\_  
 Have you ever been employed by Goodwill? \_\_\_\_\_ If yes, when? \_\_\_\_\_  
 Do you have relatives or friends currently working at Goodwill? \_\_\_\_\_ If yes, please provide names and their relationship to you. \_\_\_\_\_  
 Driver's License No. \_\_\_\_\_ Chauffeur's License No. \_\_\_\_\_ CDL No. \_\_\_\_\_  
 Please indicate the state of issuance for each of the above licenses: \_\_\_\_\_  
 Have you ever been convicted of a crime other than a minor traffic violation?  
 (Circle one) Yes No If yes, list ALL convictions, dates of convictions, and reasons: \_\_\_\_\_  
 \_\_\_\_\_  
 Are you at least 18 years of age? Yes No (A conviction record is not necessarily a barrier to employment.)  
 Are you eligible to legally work in the United States? (Circle one) Yes No

**EMPLOYMENT RECORD** Are you presently employed? Yes No  
 (Start with most recent & work backwards) If yes, please list current employer info. first.

Dates From:	To:	Name of Business:	Street Address: City/State/Zip:
Phone:	Pay rate:	Supervisor's Name:	Your Job Title:
Total hours worked per week:		Check Reason: Quit    Terminated	Want to leave
		Why?	May we contact this company? Yes No

From:	To:	Name of Business:	Address: City/State:
Phone:	Pay rate:	Supervisor's Name:	Your Job Title:
Total hours worked per week:		Check Reason: Quit    Terminated	Want to leave
		Why?	May we contact this company? Yes No

From:	To:	Name of Business:	Address: City/State:
Phone:	Pay rate:	Supervisor's Name:	Your Job Title:
Total hours worked per week:		Check Reason: Quit    Terminated	Want to leave
		Why?	May we contact this company? Yes No

From:	To:	Name of Business:	Address: City/State:
Phone:	Pay rate:	Supervisor's Name:	Your Job Title:
Total hours worked per week:		Check Reason: Quit    Terminated	Want to leave
		Why?	May we contact this company? Yes No



Dear Goodwill Industries Applicant:

We appreciate receiving your resume or application for employment consideration with our organization. Your qualifications will be reviewed and evaluated for the position for which you have applied. We will contact you if it is necessary to set up a personal interview.

As a Federal Contractor and/or Sub-Contractor, Goodwill Industries of Michiana, Inc. is required to compile statistical data on the gender and racial/ethnic status of each job applicant. This information is entered on our Applicant Flow Log and reported to the Federal government. Furnishing the information requested below is strictly VOLUNTARY. If you choose to provide this information, please fill in the blanks below, separate this sheet from the application, fold the sheet in half so that the self addressed portion is to the outside, and return it to the place you picked up the application.

**None of the reported information is used by Goodwill Industries in the selection/evaluation process of any applicant. Your VOLUNTARY decision to provide or not provide this information will not affect your employment consideration with our organization in any way.**

Thank you for your assistance.

The Human Resources Team,  
Goodwill Industries of Michiana, Inc.

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APPLICANT FLOW DATA (Please Print)

Today's Date: \_\_\_\_\_

Location: \_\_\_\_\_

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Last Name	First Name	Middle Initial
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GENDER

\_\_\_\_ Female

\_\_\_\_ Male

RACE/ETHNIC CLASSIFICATION

\_\_\_\_ Native American/American Indian/Alaska Native

\_\_\_\_ Asian

\_\_\_\_ Pacific Islander/Native Hawaiian

\_\_\_\_ Black/African American (Not Hispanic/Latino)

\_\_\_\_ White/Caucasian (Not Hispanic/Latino)

\_\_\_\_ Hispanic/Latino

\_\_\_\_ 2 Or More of the Above

Position Applied For: \_\_\_\_\_