

**GOODWILL INDUSTRIES OF KYOWVA AREA, INC.**  
**PO Box 7365**  
**Huntington, WV 25776-7365**

We consider applications for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

**NO HARASSMENT POLICY**

This organization will not tolerate any unlawful discrimination and any such conduct is prohibited, including sexual harassment. All employees will be subject to severe discipline should the organization determine that an employee is engaged in unlawful harassment.

(PLEASE PRINT)

(ONLY COMPLETED APPLICATIONS FOR CURRENTLY POSTED POSITIONS WILL BE CONSIDERED)

Position(s) Applied for:	Date of Application:
Location(s):	Date Available to Work:

Last Name	First Name	Middle Name
Address	City	State
Telephone Number(s)		Email :
Zip		

How did you learn about the current job opening? \_\_\_\_\_

Have you ever filed an application with us before?  Yes  No If yes, give date: \_\_\_\_\_

Have you ever been employed with us before?  Yes  No

If yes, give date and position(s): \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility?  Yes  No

Are you currently employed?  Yes  No If yes, who are you employed with: \_\_\_\_\_

Are you currently on "lay-off" status and subject to recall?  Yes  No

Are you available to work:  Full Time  Part Time  Temporary

Are you available to work:

Flexible hours	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nights	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Saturday & Sunday	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Can you travel locally (Tri-State area) if a job requires it?  Yes  No

Are you legally eligible for employment in this country?  Yes  No

Do you know anyone who currently works at Goodwill?  Yes  No If yes, who: \_\_\_\_\_

Are any of your relatives employed by Goodwill?  Yes  No

If yes, who \_\_\_\_\_, Goodwill worksite \_\_\_\_\_

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## EDUCATION

	Name and Location of School	Course of Study	Years Completed	Diploma Degree
<b>Elementary School</b>			4 5 6 7 8	
<b>High School</b>			9 10 11 12	
<b>Undergraduate School</b>				
<b>Graduate School</b>				
<b>Other (Please Specify)</b>				

## SPECIAL SKILLS AND QUALIFICATIONS

Summarize any special training and/or certificates that may assist you in performing the position for which you are applying:

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Have you ever had any job-related training in the United States Military?  Yes  No

If yes, please describe. \_\_\_\_\_

## REFERENCES

List names and telephone numbers of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship	Telephone	# of Years Known
_____	_____	_____	(____)	_____
_____	_____	_____	(____)	_____
_____	_____	_____	(____)	_____

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## EMPLOYMENT EXPERIENCE

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Start with your most recent job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.

Employer		Dates Employed	Work Performed
Address		Starting Hourly Rate/salary	Final Hourly Rate/salary
Telephone Number(s)		Reason for Leaving	
Job Title	Supervisor	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer		Dates Employed	Work Performed
Address		Starting Hourly Rate/salary	Final Hourly Rate/salary
Telephone Number(s)		Reason for Leaving	
Job Title	Supervisor	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer		Dates Employed	Work Performed
Address		Starting Hourly Rate/salary	Final Hourly Rate/salary
Telephone Number(s)		Reason for Leaving	
Job Title	Supervisor	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

If you need additional space, please continue on a separate sheet of paper.

*A resume may be submitted in place of completing the  
Employment Experience portion of the application.*

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## APPLICANT STATEMENT AND RELEASE

I certify that all information I have provided in order to apply for and secure work with this position is true, complete and correct. I expressly authorize, without reservation, Goodwill Industries of the KYOWVA Area, Inc., its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé or job interview. I understand that Goodwill Industries of the KYOWVA Area, Inc. may use a third party vendor to obtain a consumer report for the company. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application. If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing expressed language are valid unless they are in writing and signed by the employer's President/CEO.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that Federal immigration laws require me to complete an I-9 Form in this regard.

**Goodwill Industries of the KYOWVA Area, Inc. does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of sex, race, color, religion, national origin, citizenship, age, disability or any other protected status under applicable Federal, State, or Local Law. Goodwill Industries of the KYOWVA Area, Inc. does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability or any other protected status. Goodwill Industries of the KYOWVA Area, Inc. takes all complaints of harassment seriously and call complaints will be investigated promptly and thoroughly.**

**I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further employment consideration, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.**

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

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Signature of Applicant

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Date

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