



Employment Application

130 E. Third Avenue, Spokane, WA 99202 | (509) 838-4246 | DiscoverGoodwill.org

Basic Information

Last Name		First Name		MI
Are you lawfully employable within the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO			Are you over the age of 18? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Today's Date	Phone		Date Available	
Position Applied For	Location		Salary Desired	
Emergency Contact Name			Emergency Contact Phone	

Education/Training

NAME AND LOCATION OF SCHOOL	NUMBER OF YEARS	DID YOU GRADUATE?	GED?	MAJOR AND MINOR(S)	DEGREE RECEIVED
High School	N/A	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A	N/A
College		<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A		
Other		<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A		

Office Experience

Computers

Employment History (MUST ACCOUNT FOR THE LAST 10 YEARS)

EMPLOYER	EMPLOYMENT DATES	POSITION TITLE	
Name	From	Starting	Eligible for rehire? <input type="checkbox"/> YES <input type="checkbox"/> NO
Address	To	Ending	
Supervisor	Reason for Leaving		May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO
Supervisor's Phone:			

Name	From	Starting	Eligible for rehire? <input type="checkbox"/> YES <input type="checkbox"/> NO
Address	To	Ending	
Supervisor	Reason for Leaving		May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO
Supervisor's Phone:			

Name	From	Starting	Eligible for rehire? <input type="checkbox"/> YES <input type="checkbox"/> NO
Address	To	Ending	
Supervisor	Reason for Leaving		May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO
Supervisor's Phone:			

Name	From	Starting	Eligible for rehire? <input type="checkbox"/> YES <input type="checkbox"/> NO
Address	To	Ending	
Supervisor	Reason for Leaving		May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO
Supervisor's Phone:			

LIST PERIODS OF UNEMPLOYMENT LONGER THAN 30 DAYS AND EXPLAIN:

- | | | | | |
|--|------------------------------------|--|--|------------------------------------|
| <input type="checkbox"/> PC | <input type="checkbox"/> Mac | <i>Number of incoming lines:_____</i> | <input type="checkbox"/> Alpha | <input type="checkbox"/> Numerical |
| <input type="checkbox"/> Internet User | | <input type="checkbox"/> Data Entry | <input type="checkbox"/> Other:_____ | |
| <input type="checkbox"/> Microsoft Office | | <input type="checkbox"/> Numbers | Office Equipment | |
| <input type="checkbox"/> Excel | <input type="checkbox"/> Outlook | <input type="checkbox"/> Data | <input type="checkbox"/> 10-key calculator | <input type="checkbox"/> Copier |
| <input type="checkbox"/> Powerpoint | <input type="checkbox"/> Publisher | <input type="checkbox"/> Combination | <input type="checkbox"/> Fax machine | <input type="checkbox"/> Printers |
| <input type="checkbox"/> SharePoint | <input type="checkbox"/> Word | <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Scanner | |
| <input type="checkbox"/> Other:_____ | | <input type="checkbox"/> Accounts Payable | <input type="checkbox"/> Other equipment:_____ | |
| <input type="checkbox"/> Other software: _____ | | <input type="checkbox"/> Accounts Receivable | Other experience:_____ | |
| <input type="checkbox"/> Front Desk/Reception | | <input type="checkbox"/> Payroll | <input type="checkbox"/> Other | _____ |
| <input type="checkbox"/> Multi-line phones: | | <input type="checkbox"/> Filing | | |

Retail/Production Experience

- ☐ Cashiering
 - ☐ Continuous improvement
 - ☐ Customer service
 - ☐ Food worker permit
 - ☐ Forklift
 - ☐ Inventory
 - ☐ Knowledge of antiques or collectibles
 - ☐ Maintenance
 - ☐ Name brand recognition
 - ☐ Point of Sale
 - ☐ Processing
 - ☐ Safety teams
 - ☐ Stocking
 - ☐ Supervision
 - ☐ Warehousing
 - ☐

Personal Data

Is there anything that will interfere with your ability to perform, on a regular basis, the essential duties of the job for which you are applying? ☐ YES ☐ NO If so, what? _____

Have you worked at Goodwill before? ... ☐ YES ☐ NO If so, when? _____

Have you applied to work with us before?. ☐ YES ☐ NO If so, when? _____

How were you referred to Goodwill? _____

What job(s) are you applying for? _____

Are you currently employed? ☐ YES ☐ NO If so, may we contact your employer? ☐ YES ☐ NO

Are you applying for: ☐ FULL TIME ☐ PART TIME* ☐ TEMPORARY When can you start? _____

*If hired as a part-time employee, would you be willing to work up to 40 hours per week? ☐ YES ☐ NO

Please check the days and hours you would be able to work:

	ALL	SUN	MON	TUE	WED	THUR	FRI	SAT	HOLIDAYS
MORNING									
AFTERNOON									
EVENINGS									

List the types of work you can do: _____

Please list any relatives/family members/someone with whom you have a close personal relationship currently employed at Goodwill Industries: _____

References

Please list the address and phone number of three (3) persons not related to you who can comment on your education or job-related experience:

NAME	PHONE	ALTERNATE PHONE

Please review your application to see that you have answered all questions.
Provide only information requested. Failure to do so may result in non-consideration.

Review carefully and sign on the next page:

Goodwill Industries of the Inland Northwest (Goodwill) employs only U.S. citizens and lawfully authorized alien workers. Employment eligibility verification as required by Immigration and Naturalization Services will be required of all new employees. A list of acceptable documents is available from the Human Resources Department.

I certify that the facts in this application are true and complete to the best of my knowledge. I also agree and understand that any false or misleading information or significant omissions may disqualify me from consideration for employment or result in my dismissal if hired.

If employed by Goodwill, I hereby authorize Goodwill to use my name and photograph for identification purposes.

I agree to submit to any drug test that may be required by the employer. I understand that the refusal to submit to testing will result in my disqualification for employment with this organization.

I authorize this employer to investigate my background thoroughly, and agree to assist in such in-
(Continued, next page)

vestigation. I release and hold harmless, and promise not to claim damages from any of my prior employers listed above for providing information. I also understand that employment may be conditioned upon an investigation into criminal convictions on record with local, state or federal law enforcement authorities.

Employment with Goodwill is voluntarily entered into, and as such, employees are free to resign at any time with or without advance notice. Likewise, Goodwill is free to terminate the employment relationship with or without advance notice and with or without cause. The employment relationship is strictly one of employment at will.

I understand this application is NOT A CONTRACT.

Goodwill wants you to know that reference checking is an important part of our hiring process. In addition to contacting the persons you furnished as references, we may also contact other business associates, acquaintances, and friends.

We ask all references a series of questions about work experience, character, personal habits, educational background, and personality. In some cases, we ask an outside firm to check references.

I voluntarily consent to allow Goodwill Industries of the Inland Northwest or any of its officers, employees, or agents to check my references by contacting any person who they deem to be an appropriate reference. I understand that these questions may be about my personal or educational background, work experience, character, and personality.

No phone calls please. Applicants selected for interview will be contacted.

Applications remain active for most positions at Goodwill only until the position has been filled. Thus, if you would like to be considered for an alternative position or an additional position, you will be required to re-apply for that position (unless otherwise notified).

Signature	Date
If someone helped you fill out this application form, who was it?	Relationship

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GOODWILL INDUSTRIES OF THE INLAND NORTHWEST FOLLOWS AND IN SOME RESPECTS MAY EXCEED TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 AS WELL AS APPLICABLE, FEDERAL, STATE, AND LOCAL LAW.

END OF APPLICATION

Name: _____

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Interview

Needs noted	
Possible jobs	
Driver's license (if applicable) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	Comments
Action taken	
Interviewer(s) Name(s) (Print)	Date
Manager signature	Date

Reference checks/follow up

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Entry

Start date (orientation date)	Department
Job title	
Wage per hour \$	Accounting code
Employment Classification <input type="checkbox"/> Executive Staff <input type="checkbox"/> Exempt Staff <input type="checkbox"/> Temporary <input type="checkbox"/> Hourly/Non-Ex-empt	Work Status <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
After orientation, reports to	
SIGNATURE OF HUMAN RESOURCES MANAGER/DIRECTOR	Date

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