



# APPLICATION FOR EMPLOYMENT

Youngstown Area Goodwill Industries is an equal opportunity employer.

## PERSONAL INFORMATION

DATE \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

PRESENT ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

PERMANENT ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

PHONE NO. ( ) \_\_\_\_\_  
AREA CODE

IF RELATED TO ANYONE IN OUR EMPLOY, REFERRED  
STATE NAME AND DEPARTMENT BY \_\_\_\_\_  
(OMIT NAME OF SPOUSE)

## EMPLOYMENT DESIRED

POSITION \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_ SALARY DESIRED \_\_\_\_\_

ARE YOU AT LEAST 18 YEARS OLD?  YES  NO

ARE YOU EMPLOYED NOW?  YES  NO IF SO, MAY WE CONTACT YOUR PRESENT EMPLOYER?  YES  NO

EVER APPLIED TO THIS COMPANY BEFORE?  YES  NO WHERE? \_\_\_\_\_ WHEN? \_\_\_\_\_

EVER WORKED AT THIS COMPANY BEFORE?  YES  NO WHERE? \_\_\_\_\_ WHEN? \_\_\_\_\_

LIST ANY SPECIAL SKILLS OR ABILITIES RELATED TO THE JOB APPLIED FOR: \_\_\_\_\_

ARE YOU LEGALLY ENTITLED TO WORK IN THE UNITED STATES?  YES  NO

HOURS AVAILABLE TO WORK: (please fill out chart)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

EDUCATION	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	DEGREE OR DIPLOMA	COURSE OF STUDY
GRAMMAR SCHOOL			<input type="checkbox"/> YES		
			<input type="checkbox"/> NO		
HIGH SCHOOL			<input type="checkbox"/> YES		
			<input type="checkbox"/> NO		
COLLEGE			<input type="checkbox"/> YES		
			<input type="checkbox"/> NO		
TRADE, BUSINESS OR ANY ADDITIONAL EDUCATION			<input type="checkbox"/> YES		
			<input type="checkbox"/> NO		

**FORMER EMPLOYERS** (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST.)

DATE MONTH & YEAR	NAME, ADDRESS & PHONE NUMBER OF FORMER EMPLOYERS	SUPERVISOR	POSITION	SALARY	REASON FOR LEAVING
FROM					
TO					
FROM					
TO					
FROM					
TO					
FROM					
TO					

**REFERENCES** GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	PHONE NO.	BUSINESS	YRS. ACQUAINTED
1.				
2.				
3.				

**SECURITY INFORMATION**

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR OTHER THAN A MINOR TRAFFIC OFFENSE WHICH HAS NOT BEEN PARDONED OR EXPUNGED FROM YOUR RECORD?  YES  NO

IF YES, LIST DATE, CITY CHARGE AND DISPOSITION: \_\_\_\_\_

(Conviction of a felony or misdemeanor will not automatically disqualify you from consideration for employment)

**READ THIS SECTION PRIOR TO PROVIDING SIGNATURE BELOW**

I certify that all the information I have given in this application is accurate and complete to the best of my knowledge. I understand that the furnishing of any misleading or incorrect information will render this application void and will be just cause for termination in the event of my employment.

In consideration of my employment, I agree to conform to the rules and regulations of Youngstown Area Goodwill Industries. I understand that my employment can be terminated at any time and for any reason at the option of either Goodwill or myself. I understand that no one has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, except for a precise written employment agreement signed by an authorized administrative representative of Goodwill.

I hereby authorize persons, schools, my current employer and previous employers and organizations named in this application and accompanying resume, if any, to provide Youngstown Area Goodwill Industries with any relevant information regarding an employment decision. I release all such persons from any liability regarding the provisions or use of such information.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**EQUAL EMPLOYMENT OPPORTUNITY**

The Commitment of Youngstown Area Goodwill Industries, Inc. to a policy of equal employment opportunity requires that certain information be gathered and documented for statistical purposes only. Your cooperation in completing this section would be greatly appreciated.

**This page will be detached from the application form immediately upon completion and submission by you, and any information volunteered will be kept confidential and will not be used to make hiring decisions.**

Today's Date:

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Name: \_\_\_\_\_  
Last
First
M.I.

Sex:      Male            Female

Please check the appropriate race:

- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
  
- White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
  
- Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
  
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
  
- Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
  
- American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
  
- Two or More Races (Not Hispanic or Latino)** – A person who identify with more than one of the above five races.

For what position are you applying: \_\_\_\_\_

- How were you referred to us?
- |   |   |
|---|---|
| <input type="checkbox"/> Associate Referral _____<br><span style="margin-left: 100px;">(Name of Associate)</span> | <input type="checkbox"/> Check if this Associate is a family member |
| <input type="checkbox"/> Goodwill Placement Dept. <input type="checkbox"/> Newspaper                              | <input type="checkbox"/> Other (please specify) _____               |
| <input type="checkbox"/> Internet   | <input type="checkbox"/> Walk-In                                    |