



Employment Application

1331 Edgehill
Columbus, Ohio 43212-3163
Phone (614) 294-5181
Fax (614) 583-0554

AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

Applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, veteran status, or the presence of non-job related medical conditions or disability

NAME (Last)	(First)	(Middle)	Last 4 Digits of Social Security Number XXX-XX-____
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ADDRESS (Street) (apt #)	City	State	Zip Code
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PHONE (_____) _____ CELL (_____) _____ E-MAIL _____	POSITION APPLYING FOR (and for which you are qualified) _____ _____	HAVE YOU USED ANY OTHER NAME OR SOCIAL SECURITY NUMBER OTHER THEN ONE LISTED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES LIST _____
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ANY OFFER OF EMPLOYMENT IS CONDITIONED UPON COMPLETING FORM I-9 AND PROVING DOCUMENTS ESTABLISHING IDENTITY AND WORK AUTHORIZATIONS	ARE YOU A CITIZEN OF THE U.S. OR DO YOU HAVE A LEGAL RIGHT TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO
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JOB TYPE WANTED: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary or /Sub/Occasional <input type="checkbox"/>	ARE YOU 18 YEARS OF AGE OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO
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HOURS OF AVAILABILITY

DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FROM							
TO							

DATE AVAILABLE FOR EMPLOYMENT? ____/____/____	EXPECTED HOURLY \$ _____ RATE OF PAY: ANNUALLY \$ _____	VALID OHIO DRIVER'S LICENSE <input type="checkbox"/> YES <input type="checkbox"/> NO
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CAN YOU DRIVE IF REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO	DO YOU HAVE RELIABLE TRANSPORTATION? <input type="checkbox"/> YES <input type="checkbox"/> NO	WOULD A VEHICLE REPORT SHOW THAT YOU HAVE A GOOD DRIVING RECORD? <input type="checkbox"/> YES <input type="checkbox"/> NO
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HAVE YOU EVER BEEN CONVICTED OF A FELONY? NO YES MISDEMEANOR? NO YES EXPLAIN _____

HAVE YOU EVER COMPLETED AN APPLICATION HERE BEFORE? NO YES DATE: ____/____/____
 HAVE YOU EVER BEEN EMPLOYED HERE BEFORE? NO YES DATE: ____/____/____ TO ____/____/____

LIST ANY RELATIVE YOU HAVE WORKING FOR US AND HIS/HER RELATIONSHIP TO YOU. _____

HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY? EMPLOYEE _____ (first and last name) DEPT _____
 NEWSPAPER AD _____ MONSTER.COM WALK-IN OTHER _____

EDUCATIONAL DATA *information is required to secure records and all pertinent data

	SCHOOL NAME & ADDRESS	DATES ATTENDED *		GRADUATED		AREAS OF STUDY
		FROM MO YR	TO MO YR	YES	NO	
HIGH SCHOOL		9 10	11 12			
COLLEGE/ OTHER						
GRADUATE SCHOOL						

ARE YOU PRESENTLY ENROLLED IN SCHOOL? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHERE ENROLLED? _____ <input type="checkbox"/> DAY <input type="checkbox"/> EVENING
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EMPLOYMENT HISTORY

List all present and past employment, beginning with most recent. Please: Attach resume if available.

COMPANY NAME _____ ADDRESS _____ PHONE _____ YOUR JOB TITLE: _____ IMMEDIATE SUPERVISOR: _____ DESCRIBE YOUR DUTIES: _____ REASON FOR LEAVING: _____	DATES EMPLOYED FROM / TO / STARTING WAGE OR SALARY: _____ FINAL/PRESENT WAGE OR SALARY: _____
COMPANY NAME _____ ADDRESS _____ PHONE _____ YOUR JOB TITLE: _____ IMMEDIATE SUPERVISOR: _____ DESCRIBE YOUR DUTIES: _____ REASON FOR LEAVING: _____	DATES EMPLOYED FROM / TO / STARTING WAGE OR SALARY: _____ FINAL/PRESENT WAGE OR SALARY: _____
COMPANY NAME _____ ADDRESS _____ PHONE _____ YOUR JOB TITLE: _____ IMMEDIATE SUPERVISOR: _____ DESCRIBE YOUR DUTIES: _____ REASON FOR LEAVING: _____	DATES EMPLOYED FROM / TO / STARTING WAGE OR SALARY: _____ FINAL/PRESENT WAGE OR SALARY: _____

Thank you for completing this application form and for your interest in employment with us.

APPLICANT'S CERTIFICATION AND AGREEMENT (Please Read Carefully Before Signing)

I hereby affirm that the information given by me on the application for employment is complete and accurate. I understand that any falsification or omission on either this application, or otherwise providing false information to the Company, will be immediate grounds for dismissal, no matter when the falsification or omission is discovered. I authorize a thorough investigation to be made in connection with this application concerning my credit worthiness, credit standing, credit capacity, character, general regulation, personal characteristics, employment, education and criminal record, whichever may be applicable for employment purposes. I further understand I have the right to make a written request within a reasonable period of time for complete and accurate disclosure of the nature and scope of the investigation.

I confirm that I meet all the requirements as stated in the job postings(s) for the position(s) for which I am applying and that I am able to perform all the duties as described. I understand and agree that as a condition of employment, I shall meet and maintain all required standards of my position that involve certifications, registrations, licensure and training. I further understand that I may be required to enroll in college courses and training at my expense. I understand that employees who are required to drive may be subject to discharge if they should become uninsurable due to traffic violations, irrespective of fault, during the course of employment.

If I am hired, I agree that my employment and compensation can be terminated with or without cause, and without notice at any time, at the option of Goodwill Columbus, or by me. I understand that unless modified in written agreement signed by both me and the Vice President of Human Resources or the President of Goodwill Columbus, no representative of Goodwill Columbus has the authority to make any agreement for employment for a specified time or to make any other agreement contrary to the foregoing.



Signature of Applicant _____

Date _____

(I have read and affirm as my own the above statement.)

*NOTE: Unless renewed in writing by applicant, all applications become inactive in three months.

**NOTE: The provisions of the Fair Credit Act may be applicable if a credit report on the applicant is obtained and considered (FORM P-100 Rev. 02/08)

Building independence, quality of life and work opportunities for individuals with disabilities and other barriers.



Breaking Barriers...Building Futures

NOTICE TO APPLICANTS

EMPLOYMENT AUTHORIZATION

In the event that you are offered a position at Goodwill Columbus, please be advised that you must bring with you **on your first day of work**, proof of identity and employment eligibility as required by federal law under the Immigration & Control Act of 1986 [**See reverse side of this Notice for all acceptable documents.**]

FOR EXAMPLE, TWO OF THE DOCUMENTS WHICH MEET THE REQUIREMENTS ARE AS FOLLOWS:

1. A document with a photograph, such as a Driver License or state-issued identification card, **and**
2. An original Social Security card or an official copy of your birth certificate. **Please note:** If you do not have a Driver License, a state-issued identification card can be obtained at the Bureau of Motor Vehicles. You must take your Social Security card with you to obtain this identification.

You must show the above required documents within three (3) days of employment, and failure to do so will result in immediate termination. The company cannot legally allow you to continue working without these documents.

SOCIAL SECURITY NUMBER VERIFICATION

In order to verify the correct Name and Social Security Number that your wages will be reported under to the government, you must show us either an original Social Security Card or a receipt from Social Security that shows this information. This must be provided by no later than your first day of work.

CRIMINAL BACKGROUND CHECK

Every **new employee** is required to submit to fingerprinting for the purpose of a criminal background investigation. The results are evaluated and you may be discharged if it is determined that your arrest and/or conviction record makes you unsuitable for your position.

DRUG TESTING

Every applicant who is offered a position with Goodwill Columbus is required to submit to and pass a drug test, conducted at the Main Facility by our Health & Wellness Department. Applicants who are offered a position will be instructed about how to make an appointment for their drug test. Failure to submit to or pass the drug test will result in withdrawal of the job offer.

AUTHORIZED DRIVER INFORMATION

Some positions require driving personal and/or company vehicles and proof of personal automobile insurance. Job Postings will list any of these requirements for each position under **QUALIFICATIONS.** Such drivers must also be insurable under the company insurance policy which allows no more than six (6) points on their driving record. A Bureau of Motor Vehicles check is run prior to hire or during employment to verify driving records. **Six or more points** will result in a denial of driver authorization, and may result in failure to hire or termination of employment.

If driving is required for the position, applicants must bring the following to the interview:

- automobile insurance card or other proof of insurance
- vehicle information: year, make, model, and license plate number, as well as the name of the owner who carries insurance on the vehicle. If the applicant is **not** the owner of the vehicle, proof of insurance of that vehicle is necessary.

NOTE: PLEASE KEEP THIS NOTICE FOR FUTURE REFERENCE.

LISTS OF ACCEPTABLE DOCUMENTS

LIST A Documents that Establish Both Identity and Employment Eligibility	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Eligibility
OR		AND
1. U.S. Passport (unexpired or expired)	1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	1. U.S. Social Security card issued by the Social Security Administration <i>(other than a card stating it is not valid for employment)</i>
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	2. Certification of Birth Abroad issued by the Department of State <i>(Form FS-545 or Form DS-1350)</i>
3. An unexpired foreign passport with a temporary I-551 stamp	3. School ID card with a photograph	3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)	4. Voter's registration card	4. Native American tribal document
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer	5. U.S. Military card or draft record	5. U.S. Citizen ID Card <i>(Form I-197)</i>
	6. Military dependent's ID card	6. ID Card for use of Resident Citizen in the United States <i>(Form I-179)</i>
	7. U.S. Coast Guard Merchant Mariner Card	7. Unexpired employment authorization document issued by DHS <i>(other than those listed under List A)</i>
	8. Native American tribal document	
9. Driver's license issued by a Canadian government authority	For persons under age 18 who are unable to present a document listed above:	
	10. School record or report card	
	11. Clinic, doctor or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)