



Licking/Knox Goodwill Industries, Inc.
65 S 5th St/PO Box 828
Newark OH 43058-0828
740-345-9861/Fax 740-345-3191

Employment Application

Today's Date

Licking/Knox Goodwill is an equal employment opportunity employer. It is the policy of Goodwill to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

When completing this application, do not leave any questions blank. Do not substitute "see resume" for any requested information. Complete ONE application for EACH POSITION for which you are applying.

THIS APPLICATION WILL REMAIN ACTIVE FOR THREE (3) MONTHS UPON SIGNING.

PERSONAL INFORMATION

Last Name	First Name	MI	Social Security Number
E-mail Address			Home Phone Number
Street Address			Cell Phone Number
City	State	Zip Code	How did you hear about Goodwill?

POSITION INFORMATION

(List ONE posted position OR Identify ONE position & ONE location in EITHER Janitorial OR Retail OR Administrative)

POSITION APPLYING FOR: _____ JOB # _____
(List only 1 posted position with corresponding Job# on this line)

Desired Salary	Date you can start	Shift availability (check one or more)
\$		<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Weekend

Do not mark any position or location below IF you listed a posted position above. Go to page 2 of application.

JANITORIAL POSITIONS TO CHOOSE FROM: (Check ONE)

General Cleaner Floor Crew/Cleaner Crew Leader Manager

JANITORIAL LOCATIONS TO CHOOSE FROM: (Check ONE)

Newark Heath Reynoldsburg Columbus

RETAIL POSITIONS TO CHOOSE FROM: (Check ONE)

Processing/Sales Associate Cashier/Sales Associate Shift Manager Assistant Manager Manager
 Shipping/Receiving Assoc Attendant/Baler Truck Driver Groundskeeper

RETAIL LOCATIONS TO CHOOSE FROM: (Check ONE)

Newark- Union St Mt Vernon- Parrott St Johnstown Buckeye Lake Virtual
 Newark- 21st St Mt Vernon- Coshocton Ave Utica Pataskala Salvage

ADMINISTRATION AREAS (These positions are administrative in nature) (Check ONE)

Vocational Rehabilitation Human Resources Maintenance Office/Clerical Finance

APPLICANT INFORMATION

- Yes No Are you 18 years or older?
- Yes No Are you legally eligible for employment in the United States?
- Yes No Are you currently employed?
- Yes No May we contact your current employer?
- Yes No Have you ever worked for Licking/Knox Goodwill Ind., Inc.?
If yes, list when _____ where _____
- Yes No Do you have any relatives working for Licking/Knox Goodwill Ind., Inc.? Include others whose association to you is similar to a relative. If yes, please list name _____
Relationship _____ Goodwill worksite _____
- Yes No Do you have a current and valid driver's license? (If driving is a requirement, you must maintain a valid driver's license.)
- Yes No Military Service?
Branch _____ Rank _____
- Yes No Have you been convicted of a felony or misdemeanor (other than traffic violations)? If yes, explain _____

Note: A conviction will not necessarily be a bar to employment. This question does not apply to convictions that have been sealed or expunged. Factors such as date, nature & number of offenses, age at the time of offense and rehabilitation will be considered.

SPECIALIZED/TECHNICAL SKILLS (i. e.: equipment operation, special tools or machines used)

- Supervisory Experience Training Experience Computer Experience Security Experience
- Cashier Experience Customer Service Experience Retail Experience
- Janitorial Experience Floor Buffer Experience Fork Lift Experience

EDUCATION

	High School				College/University				Graduate/Professional			
School Name, Address & Phone #												
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree												
Course of Study												

Degree of educational achievement is considered in the hiring process only to the extent that specific educational achievement is a requirement for performing the job.

EMPLOYMENT HISTORY (Include last 4 employers, starting with your last place of employment)
 --Do not leave this section blank, your application will be considered incomplete and will not be reviewed--
 You may include verifiable volunteer work.
 If you have never been employed, indicate so in this section.

Company Name	Job Title	Supervisor's Name
Address		Employed (m/yy) From: _____ To: _____
Job Duties		Hourly Salary:
Reason for Leaving		

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Address		Employed (m/yy) From: _____ To: _____
Job Duties		Hourly Salary:
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Address		Employed (m/yy) From: _____ To: _____
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Reason for Leaving		

Company Name	Job Title	Supervisor's Name
Address		Employed (m/yy) From: _____ To: _____
Job Duties		Hourly Salary:
Reason for Leaving		

APPLICANT'S STATEMENT

I authorize Licking/Knox Goodwill Industries, Inc. (LKGI) to investigate my background, qualifications, and/or any other information from whomever it deems appropriate. I also authorize anyone LKGI contacts as part of its investigation to release any information they have regarding me or my employment to LKGI or its representatives. I release all parties from any liability in connection with the provision and use of such information.

I further agree to take any lawful medical examination, chemical, drug or alcohol test upon request by LKGI at its sole discretion as a condition of my employment, or, if I am hired as a condition of my continued employment at any time as deemed appropriate by LKGI.

I understand and agree that, if employed by this organization; I will abide by its rules and regulations, which I understand are subject to change. I further understand that, if hired, my employment is for no definite period of time and may be terminated by either party at any time.

I also certify that the facts contained in this application are true and complete to the best of my knowledge and that if any misrepresentation, omission or falsification is discovered it will constitute grounds for dismissal. I further certify that I have read all of the foregoing, understand the same, and do hereby voluntarily agree to all of the provisions contained herein.

Applicant's Signature _____ Date _____

Licking/Knox Goodwill Industries, Inc., provides training, employment and support services to individuals with disabilities and other barriers to employment.

Licking/Knox Goodwill Industries, Inc.
 Equal Employment Opportunity Self-Identification Information

Licking/Knox Goodwill Industries, Inc. (LKGI) is an Equal Employment Opportunity employer. It is the philosophy, intent and commitment of LKGI to adhere to a policy of equal employment opportunities for all applicants and employees without regard to race, color, religion, sex, age, ancestry, national origin, veteran status, mental or physical disability or any other status protected by law.

Completion of this information is voluntary and is not a requirement of employment. This information will in no way affect the decision regarding your application for employment. This information will be kept confidential. We hope that you will complete this form to assist us in recording information for statistical reports that we are obliged to file periodically with various government agencies.

Position Sought			Today's Date
Last Name	First Name	MI	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female

Ethnicity (Check one of the following)

Hispanic or Latino

Not Hispanic or Latino

Race (Check one of the following)

American Indian or Alaska Native

Asian

Black or African American

Hawaiian or Other Pacific Islander

White

Two or More Races

Veteran's Information (Check if any of the following are applicable)

Military Veteran (A person who served on active duty)

Recently Separated Veteran (A Veteran who was discharged or released from active duty within the past three years)

Vietnam-Era Veteran (A person who served on active duty for at least 180 days, part of which was between August 5, 1964 and May 7, 1975)

Disabled Veteran (A person entitled to disability compensation through the Veteran's Administration for a disability rated at 30% or more; or a person discharged or released from active duty for a disability incurred or aggravated in the line of duty.)

Disability (Check yes or no)

Yes No (Are you an individual with a severe physical or mental impairment?)

--Attention All Applicants--

Licking/Knox Goodwill Industries, Inc. participates in state and federal training and employment programs. All applicants must meet program eligibility standards as required by law.

NO PHONE CALLS, PLEASE.

You will be contacted by Human Resources if your qualifications meet our specific needs.



ATTENTION ALL APPLICANTS AND EMPLOYEES

**WE MAINTAIN
A DRUG-FREE
WORKPLACE**

Applicants and employees will be required to submit to testing as a condition of employment.

The written Licking/Knox Goodwill Industries, Inc. Affirmative Action Plan may be viewed at the Administrative Office located at 65 S. Fifth Street, Newark, Ohio between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.