



**NOTICE TO GOODWILL JOB APPLICANTS**  
**PRE-EMPLOYMENT DRUG-ALCOHOL TESTING/BACKGROUND CHECK**

As part of Goodwill's ongoing efforts to provide a healthy, safe and productive work environment, all job applicants who receive offers for employment are required to pass a drug/alcohol screening test (urinalysis) and submit to a background check. All offers of employment are contingent upon the successful completion of a drug/alcohol screening test to be conducted at the time and place specified by Goodwill Industries and the results of the background check.

Your signature below indicates your acceptance of this employment condition and furthermore indicates your agreement to abide by Goodwill's policy prohibiting the use, possession, sale or distribution of illegal drugs or the improper use of legal drugs or alcohol on Goodwill premises or while engaged in job-related duties on or off company premises.

I, \_\_\_\_\_ agree to the conditions of employment  
(PRINT NAME)  
described above:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

3663 Rosecrans Street  
San Diego, CA 92110  
Phone: (619) 225-2200 Fax: (619) 523-3934  
[www.sdgoodwill.org](http://www.sdgoodwill.org)

## **INSTRUCTIONS FOR APPLICANTS**

Before turning in a job application please follow these guidelines:

- Job application must have NO creases, folds or stains.
- Please list jobs you have had for the past 7 years.
- Please list reasons for leaving jobs, do not leave blank or write "will discuss in interview".
- Please do not leave anything in the application blank, if the question does not apply to you, please write "N/A".
- Please do not write OPEN in position applied for.
- Please write the position you feel you are MOST qualified for, do not list more than 2 positions in position applied for field.
- If you have a resume, you still need to complete the entire application, please do not write "see resume".
- Please do not write "will discuss in interview" in the question about past felonies and misdemeanors.
- Please list ALL past convictions and list the charges (including the year) that resulted in the conviction(s). Please do not list the penal code number of conviction. (*Convictions will not necessarily disqualify you for consideration for a position*).
- ONLY applicants selected as potential candidates will be contacted by the Hiring Manager for an Interview. If you do not receive a call within seven days from turning in your application, please contact the nearest Goodwill Community Employment Center for free help in searching for jobs outside of Goodwill.
- Please do not forget to sign the application.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

We consider applicants 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.

**PERSONAL DATA – Part 1 PLEASE PRINT LEGIBLY**

NAME: \_\_\_\_\_  
*Last name* *First Name* *Middle Initial*

ADDRESS: \_\_\_\_\_  
*Number and Street* *Apt. #* *City/State/Zip*

HOME PHONE #: ( ) \_\_\_\_\_ CELL PHONE #: ( ) \_\_\_\_\_ E-MAIL: \_\_\_\_\_

POSITION(S) APPLIED FOR: \_\_\_\_\_ DATE: \_\_\_\_\_

SALARY EXPECTED: \$ \_\_\_\_\_ WORK HOURS DESIRED: \_\_\_\_\_  
PART-TIME (20-25 h/week)  FULL-TIME (32-40 h/week)

**EMPLOYMENT HISTORY**

**Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.**

Company: _____ Position: _____ Address: _____ From: _____ To: _____ City: _____ State: _____ Zip Code: _____ Phone: ( ) _____ Start Pay Rate: \$ _____ End Pay Rate: \$ _____ Supervisor: _____ Reason for Leaving: _____
Company: _____ Position: _____ Address: _____ From: _____ To: _____ City: _____ State: _____ Zip Code: _____ Phone: ( ) _____ Start Pay Rate: \$ _____ End Pay Rate: \$ _____ Supervisor: _____ Reason for Leaving: _____
Company: _____ Position: _____ Address: _____ From: _____ To: _____ City: _____ State: _____ Zip Code: _____ Phone: ( ) _____ Start Pay Rate: \$ _____ End Pay Rate: \$ _____ Supervisor: _____ Reason for Leaving: _____
Company: _____ Position: _____ Address: _____ From: _____ To: _____ City: _____ State: _____ Zip Code: _____ Phone: ( ) _____ Start Pay Rate: \$ _____ End Pay Rate: \$ _____ Supervisor: _____ Reason for Leaving: _____

**PERSONAL DATA – Part II**

Are you lawfully able to be employed in this country? YES  NO   
 (Proof of citizenship or immigration status will be required upon employment)

Have you ever been convicted of a **misdemeanor or felony** in any court?  
 (not including minor traffic violations with a fine of \$300 or less) YES  NO

**If yes, please list charge(s) and year(s) of conviction:**  
 (conviction will not necessarily disqualify applicants for job)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you 18 years of age or over? YES  NO

Do you have a valid Driver's License? YES  NO

Are you currently employed? YES  NO

If yes, may we contact your present employer? YES  NO

Give date you are available to work: \_\_\_\_\_

Have you ever worked for Goodwill before? YES  NO

If yes, please give date(s): FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Are you related to or live in the same household with anyone employed by Goodwill Industries of San Diego County?  
 YES  NO

If yes, please give name and relationship: \_\_\_\_\_

Name	Relationship			
	ELEMENTARY SCHOOL	HIGH SCHOOL	COLLEGE OR UNIVERSITY	PROFESSIONAL GRADUATE
<b>SCHOOL NAME &amp; LOCATION</b>				
Years Completed (Circle)	4 5 6 7 8 9	9 10 11 12	1 2 3 4	1 2 3 4

**EDUCATION**

Do you have a GED or High School Diploma? YES  NO

Do you have a College Degree? YES  NO

If yes, please give: Major: \_\_\_\_\_ What type of degree? \_\_\_\_\_

**SPECIAL SKILLS AND QUALIFICATIONS** – Use this space for any additional information you may wish to provide concerning your qualifications for this position:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REFERENCES** – Please give name and telephone numbers of two people who are not related to you and are not previous employers:

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Applicants may be required to pass a post-employment offer physical examination.

Can you perform the essential duties of the job with or without reasonable accommodations? YES  NO

If not, describe any accommodations that may be necessary in order for you to perform the essential duties of the job you are applying for:

---

---

**DRIVING RECORD (Fill out only if applying for TRUCK DRIVER position)**

a. List moving violations for the past five (5) years:

---

---

b. List any accidents for the past five (5) years:

---

---

**How did you learn about this job?** Relative  Employment Agency  Friend  Walk-in  Internet

Newspaper Ad  Employee  Other  : \_\_\_\_\_

**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that employment with Goodwill Industries is on an at-will basis. This means that the employment relationship may be terminated at any time by either the employee or Goodwill Industries for any reason not expressly prohibited by law. Any written or oral statement to the contrary by a supervisor, corporate officer, or other agent of Goodwill Industries is invalid and should not be relied upon by any prospective or existing employee.

I authorize Goodwill Industries to investigate all statements on this application. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in termination. I understand, also, that I am required to abide by all rules and regulations of Goodwill Industries of San Diego County.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**INTERVIEWED** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**BY:** \_\_\_\_\_



## Applicant's Questionnaire

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Store or Location Preferred: \_\_\_\_\_

1. We are open 7 days per week. Including Saturdays and Sundays.

Please check the days you ARE available to work:

( ) Monday ( ) Tuesday ( ) Wednesday ( ) Thursday ( ) Friday

( ) Saturday ( ) Sunday

2. We are generally open between 7:00 a.m. to 9:00 p.m. Are you available to work any hours of the day?

YES \_\_\_\_\_

NO \_\_\_\_\_

If not, please list the hours you ARE available to work: \_\_\_\_\_

3. Most of our jobs involve some type of heavy lifting. The minimum lifting requirement for a Processing Worker is between 35 lbs. to 50 lbs. Drivers and helpers must be able to safely lift or move at least 75 lbs. Store personnel and donation attendants must be able to lift or move up to 50 lbs.

Check how many lbs. you can safely lift:

10 lbs. – 20 lbs. \_\_\_\_\_

20 lbs. – 40 lbs. \_\_\_\_\_

40 lbs. – 60 lbs. \_\_\_\_\_

60 lbs. – 75 lbs. \_\_\_\_\_

75 lbs. – 100 lbs. \_\_\_\_\_

4. Most jobs in the store involve standing on your feet for the entire shift. Are you able to stand on your feet for the entire shift? (6 to 8 hours per day)?

YES \_\_\_\_\_

NO \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_