



Application for Employment

Goodwill Industries of WY, Inc.
612 W. 17th Street
Cheyenne, WY 82001
(307) 634-0823

It is the policy of the company to provide equal opportunity with regard to all terms and conditions of employment. The company complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, veteran status, age or any protected characteristic.

Name _____

Phone _____ Email _____

Address _____

City/State/Zip _____

Position applied for _____

Special training or skills: (languages, machine operation, etc.) that would benefit you in the job for which you are applying:

Would you accept full-time work? Yes No Would you accept part-time work? Yes No

Availability: Total hours available per week _____ Overnight? Yes No

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:						
To:						

On what date would you be available to start work? _____

Have you ever been employed here before? No Yes Dates: _____

Do you have a legal right to be employed in the U.S.? Yes No (If yes, proof is required)

Do you have any friends, relatives, or acquaintances working for Goodwill Industries of WY, Inc.?

Yes No If so who? _____

Do you have any limitations lifting or carrying 50lbs. or more? No Yes If Yes Explain: _____

Would you have reliable transportations to and from work? Yes No

Would you be able to provide a driving record? Yes No

Have you ever been convicted of, pled guilty to or pled no contest to a crime, excluding misdemeanors and traffic violations? If yes, describe in full _____

Are you or have you ever been a sex offender registered with any federal, state or local government agency, including any listing on a public website? Yes No

Have you ever been de-certified by the State of Wyoming to provide services through the Medicaid Waiver? Yes No

Educational Background

Do you have a High School Diploma or a GED? Yes No From where: _____

Post High School Education (College, Grad, Vocational): Name and Location: _____

Course of study _____ Did you graduate? Yes No Degree or Diploma? Yes No

Post High School Education (College, Grad, Vocational): Name and Location _____

Course of study _____ Did you graduate? Yes No Degree or Diploma? Yes No

For Office Use Only

Hire Date: _____

Position: _____

Pay Rate: _____

Notes: _____

Attachments

- Resume
- Applicant Interview
- Payroll Change Notice
- Other _____

Previous Employers and Addresses

List the most recent employer first.

1. Company Name _____ Phone _____
Contact Name _____ Last Wage _____
Address _____ Employed From _____ To _____
Position _____ Reason for Leaving _____
May we contact this employer? Yes No
2. Company Name _____ Phone _____
Contact Name _____ Last Wage _____
Address _____ Employed From _____ To _____
Position _____ Reason for Leaving _____
May we contact this employer? Yes No
3. Company Name _____ Phone _____
Contact Name _____ Last Wage _____
Address _____ Employed From _____ To _____
Position _____ Reason for Leaving _____
May we contact this employer? Yes No
4. Company Name _____ Phone _____
Contact Name _____ Last Wage _____
Address _____ Employed From _____ To _____
Position _____ Reason for Leaving _____
May we contact this employer? Yes No

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED, AND IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANYTIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANYTIME, AT EITHER MY OR THE COMPANY OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

Applicant's Signature _____ Date _____

This Application has been prepared for general use throughout the United States. Neither HR direct nor its counsel or advisors assume any responsibility for the inclusion in the Application for Employment of any questions which may violate local, State, or Federal Laws. Users should consult their own legal counsel about any questions they have concerning this form or its use.