



# Application For Employment

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.

- Any unsolicited information written on the application will result in rejection of the application.

**Please Print**

Position(s) applied for:	Date of Application:		
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Agency Web Site <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____			
Last Name:	First Name:	Middle Name:	
Address:	City:	State:	Zip Code:
Telephone Number(s):			
Day: _____ Evening: _____			

Can you provide required proof of your eligibility to work in the United States:     Yes     No

Have you ever filed an application with us before?     Yes     No    If yes, date: \_\_\_\_\_

Have you ever been employed with us before?     Yes     No    If yes, date: \_\_\_\_\_

Are you currently employed?     Yes     No

May we contact your present employer?     Yes     No

Are there any days or hours you are not available to work?     Yes     No

Are you available to work:     Full Time     Part Time     Shift Work     Temporary

Can you perform the essential functions of the job you are applying for?     Yes     No    If yes, date: \_\_\_\_\_

Can you travel between locations     Yes     No    Out-of-town?     Yes     No

Have you been convicted of a felony?     Yes     No    If yes, date: \_\_\_\_\_  
*(Conviction will not necessarily disqualify an applicant from employment.)*

Had an SIS Sentence     Yes     No    Have a pending felony case(s)     Yes     No  
 If yes, please explain: \_\_\_\_\_

Please list any current relatives or friends employed with MERS Goodwill: 1) \_\_\_\_\_  
 2) \_\_\_\_\_ 3) \_\_\_\_\_

# Employment Experience

List names and of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give name of firm and supply business references.

*Please give month and year - DO NOT REFERENCE YOUR RESUME.*

Employer	Phone	<b>Dates</b>		Job Duties
		From	To	
Job Title				
Supervisor		Hourly Rate/Salary		
Reason For Leaving		Starting	Final	
Employer	Phone	<b>Dates</b>		Job Duties
		From	To	
Job Title				
Supervisor		Hourly Rate/Salary		
Reason For Leaving		Starting	Final	
Employer	Phone	<b>Dates</b>		Job Duties
		From	To	
Job Title				
Supervisor		Hourly Rate/Salary		
Reason For Leaving		Starting	Final	
Employer	Phone	<b>Dates</b>		Job Duties
		From	To	
Job Title				
Supervisor		Hourly Rate/Salary		
Reason For Leaving		Starting	Final	

# Education

School	Graduate?	Course(s) Studied
Did you graduate high school or have a GED or Equivalent?	Yes_____ No_____ Diploma:	
Associates Degree	Yes_____ No_____ Diploma:	
Undergraduate College/University	Yes_____ No_____ Diploma:	
Graduate College/University	Yes_____ No_____ Diploma:	

List and describe any other school, specialized training, certifications or licenses.

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State any additional work-related information you feel may be helpful to us in considering your application. (Summarize special job-related skills and qualifications from employment or other experience.)

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## References (Educational or Business. At least two should be Business/Professional Ref.)

1. \_\_\_\_\_  
 Name Address Phone

2. \_\_\_\_\_  
 Name Address Phone

3. \_\_\_\_\_  
 Name Address Phone

# Conditions of Employment

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*Please read the following statements carefully:*

I certify that the information I have furnished is correct and complete to the best of my knowledge and understand that it may be subject to verification with former employers and other persons. I understand and agree that misrepresentation, falsification or omission may be considered sufficient cause for rejection or dismissal if employed.

In the event that I am employed, I understand that MERS/Goodwill does not intend to create an implied contract between the company and its employee through the development and dissemination of company policies, procedures, handbooks or other literature.

I understand that I must meet the employment standards established by MERS/Goodwill as a condition of initial and continued employment which will be determined by the required pre-screening examinations.

If an employment relationship is established, I agree to conform to all the policies and procedures of MERS/Goodwill. I understand that I have the option to terminate my employment relationship with MERS/Goodwill with or without cause or notice at anytime and that MERS/Goodwill retains a similar right. No employee of MERS/Goodwill other than an officer of the agency has authority to enter into any agreement for employment for a specified period of time.

I understand MERS/Goodwill requires various background, records and drug checks/test. All required checks and tests must meet MERS minimal standards. Failure to meet minimal standards can result in either the job offer being revoked or termination of employment with the agency.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

*Only United States citizens or aliens who are are authorized to work in the United States are eligible for employment. If you are employed you will be required to submit verification of your legal right to work in the United States within 72 hours.*

MERS/Goodwill  
1727 Locust Street  
St. Louis, MO 63103

Main: 314.241.3464  
Fax: 314.533-3334  
TDD: 314.241.4645