

**MERS/MO**  
**Goodwill Industries &**  
**MGI Services**

**Application for Employment**

We consider applications for all positions without regard to race, color, religion, sex, national origin, age, marital status, gender 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 Clearly**

Position (s) applied for: \_\_\_\_\_ Date: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number(s):

Day \_\_\_\_\_ Evening/Cell \_\_\_\_\_

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

Have you ever been employed by this agency or any of its subsidiaries?                      Yes              No

Are you currently employed?                      Yes              No

May we contact your current and/or previous employers?                      Yes              No

Which category indicated below are you seeking employment in?

- Full-time
- Part-time
- Temporary
- Shift work
- Open to any available hours and/or shift

Please identify any friends or relatives employed with the agency:

\_\_\_\_\_

\_\_\_\_\_

Are you willing to travel between locations?

Yes

No

## Education

Did you graduate High School?

Yes

No

Advanced Degree Information:

	<u>Graduated</u>		<u>Majored</u>	<u>Minored</u>
Associate's Degree	Yes	No	_____	_____
Bachelor's Degree	Yes	No	_____	_____
2 <sup>nd</sup> Bachelor's	Yes	No	_____	_____
Master's Degree	Yes	No	_____	_____
2 <sup>nd</sup> Master's	Yes	No	_____	_____

Please list any additional education, training, license or certifications not previously indicated.

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## References: (At least two need to be business/professional references)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship with this person: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship with this person: \_\_\_\_\_

## **Employment History (Do not reference resume)**

**Employer** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Dates of Employment:**    **Started:** \_\_\_\_\_    **Emp. Ended:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Salary at Start:** \_\_\_\_\_                      **End Salary:** \_\_\_\_\_

### **Job Duties:**

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**Employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Dates of Employment:**    **Started:** \_\_\_\_\_    **Emp. Ended:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Salary at Start:** \_\_\_\_\_                      **End Salary:** \_\_\_\_\_

### **Job Duties:**

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**Employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Dates of Employment:**    **Started:** \_\_\_\_\_ **Emp. Ended:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Salary at Start:** \_\_\_\_\_ **End Salary:** \_\_\_\_\_

**Job Duties:**

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**Employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Dates of Employment:**    **Started:** \_\_\_\_\_ **Emp. Ended:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Salary at Start:** \_\_\_\_\_ **End Salary:** \_\_\_\_\_

**Job Duties:**

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## Conditions of Employment

### **Please read the following carefully:**

I certify that the information I have provided is correct and complete and I understand that it is subject to verification with other individuals and both current and former employers. I understand and agree that misrepresentation, falsification or omission is considered sufficient cause for rejection, dismissal if employed and rescinding of any job offer if one has been made.

In the event that I am employed, I understand that MERS/MO Goodwill Industries (MGI Services and SEED) does not intend to create an implied contract between the agency and its employee through the development and dissemination of company policies, procedures, handbooks or other materials issued by the agency or any of its employees.

If an employment relationship is established, I agree to conform to all the policies and procedures of MERS/MO Goodwill Industries (MGI Services and SEED). I understand that I have the option to terminate my employment relationship with the agency with or without cause or notice at any time and that MERS/MO Goodwill Industries (MGI Services) retains a similar right. No employee of MERS/MO Goodwill Industries (MGI Services) other than an officer assigned by the President of the agency has authority to enter into any agreement for employment for a specified period of time (usually the Assistant CEO/ Chief of Staff for the agency).

I understand MERS/MO Goodwill Industries (MGI Services and SEED) requires various background checks, E-Verify, Education Verification, records and drug checks/test. All required checks and tests must meet with the agency's minimal standards. Failure to meet minimal standards can result in either the job offer being revoked or termination of employment with the agency.

I have read, understand and agree to the terms and conditions outlined above for employment and consideration of employment with MERS/MO Goodwill Industries (MGI Services and SEED).

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Only United States citizens or Authorized Aliens eligible to work in the United States are eligible for employment with the agency. If employed you will be required to provide verification of your legal right to work in the United States.

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