



**GOODWILL EASTER SEALS OF THE GULF COAST**  
 2448 Gordon Smith Drive, Mobile, AL 36617 (251) 471-1581 fax: (251) 476-2464

## APPLICATION FOR EMPLOYMENT

THIS APPLICATION MUST BE FULLY COMPLETED TO BE CONSIDERED FOR EMPLOYMENT

### PERSONAL INFORMATION

AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, physical or mental disability or Veteran status.

**NOTICE: APPLICATIONS WILL ONLY BE ACCEPTED FOR CURRENT OPENINGS. PLEASE REFERENCE THE JOB#. ONLY ONE JOB# PER APPLICATION IS ALLOWED. APPLICATIONS NOT SPECIFYING A JOB OR STATING "ANY" OR "OPEN" WILL NOT BE CONSIDERED.**

Position Applied For:  Job #  Date   
*(must be a current opening)*

Referral Source:  E-mail Address:

Last Name:  First Name  Middle Initial:

Street Address:  City:  State:  ZIP:

Home Phone:  Cell Phone:  Are you over 18?  No  Yes

Have you filed an application here before?  No  Yes Date  Have you been employed here before?  No  Yes Date:

What Days Can You Work – Check All That Apply:  SUN  MON  TUE  WED  THU  FRI  SAT

Pay Expected:  Are You Available  Full-time  Part-time  Either Hours You Can Work:

List any Relatives Working for This Agency

Have You Ever Been Convicted of a Crime?  No  Yes (A conviction record may not necessarily be a bar to employment.)

If Yes, Please Explain:

**Community or Relevant Volunteer Activities:**

(Exclude organizations that would indicate the race, sex, marital status, color, national origin or disability of its members)

### EDUCATION

| School      | Name and Location | Courses Studied | No. of Years Attended | Did You Graduate? | Degree Received |
|-------------|-------------------|-----------------|-----------------------|-------------------|-----------------|
| College     |                   |                 |                       |                   |                 |
| College     |                   |                 |                       |                   |                 |
| High School |                   |                 |                       |                   |                 |
| Other       |                   |                 |                       |                   |                 |

### SKILLS

Summarize Special Skills and or Qualifications Acquired Through Employment and/or Education and Experience

**EMPLOYMENT HISTORY**

**Most Recent Job**

|                    |                    |                 |
|--------------------|--------------------|-----------------|
| Company Name       | Phone              | May We Contact? |
|                    |                    |                 |
| Full Address       | Job Title          | Dates Employed  |
|                    |                    |                 |
| Supervisor's Name  | Supervisor's Title | Ending Pay      |
|                    |                    |                 |
| Reason for Leaving | Summary of Duties  |                 |
|                    |                    |                 |

**Previous Job**

|                    |                    |                 |
|--------------------|--------------------|-----------------|
| Company Name       | Phone              | May We Contact? |
|                    |                    |                 |
| Full Address       | Job Title          | Dates Employed  |
|                    |                    |                 |
| Supervisor's Name  | Supervisor's Title | Ending Pay      |
|                    |                    |                 |
| Reason for Leaving | Summary of Duties  |                 |
|                    |                    |                 |

**Previous Job**

|                    |                    |                 |
|--------------------|--------------------|-----------------|
| Company Name       | Phone              | May We Contact? |
|                    |                    |                 |
| Full Address       | Job Title          | Dates Employed  |
|                    |                    |                 |
| Supervisor's Name  | Supervisor's Title | Ending Pay      |
|                    |                    |                 |
| Reason for Leaving | Summary of Duties  |                 |
|                    |                    |                 |

Please Explain Any Gaps in Employment:

|  |
|--|
|  |
|--|

**REFERENCES**

List three persons not related to you whom you have known for at least one year and who have knowledge of your work experience and/or your ability to perform the job for which you are applying.

| Name | Phone | Relationship to you (co-worker, supervisor, friend) | Years Known |
|------|-------|---|-------------|
|      |       |   |             |
|      |       |   |             |
|      |       |   |             |

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have and release all parties from all liability for any damage that may result from furnishing same to you. I understand and agree that, if hired, my employment is for no definite period and maybe terminated at any time without prior notice without cause.

**PLEASE INITIAL HERE.** →  **I UNDERSTAND THAT MY INITIALS SERVE AS MY OFFICIAL SIGNATURE.**

**THIS APPLICATION WILL REMAIN ACTIVE FOR 30 DAYS. APPLICANTS WISHING TO BE CONSIDERED FOR EMPLOYMENT BEYOND 30 DAYS MUST REAPPLY.**



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## SELF-IDENTIFICATION FORM

(For Affirmative Action Plan purposes, you are requested to provide the information requested below. Failure to respond will in no way affect the application process.)

Goodwill Easter Seals of the Gulf Coast is an Equal Opportunity Employer and is subject to certain reporting and affirmative action requirements. The information requested below is used by Goodwill Easter Seals of the Gulf Coast to maintain records required of employers doing business with the federal government. In an effort to comply with such requirements, we invite you to complete this form. Providing this information is strictly voluntary and will not be used as a basis for employment decisions. A refusal to complete this form will not subject you to any adverse treatment. The information provided will be held in the strictest confidence, and will be maintained separately from the application.

### Section 1: General Applicant Information

Gender:  Male  Female

### Section 2: Please check one of the following Race/Ethnic Categories:

- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White** – A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Black or African American** – A person having origins in any of the Black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. Include for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Phillipine Islands, Thailand and Vietnam.
- American Indian or Alaskan Native** – A person having origins in any of the original peoples of North America and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races** – All persons who identify with more than one of the above races.

### Section 3: Veteran Status

- I am a Veteran.
- I am not a Veteran.

### Section 4: Disability Status

- I have a disability.
- I do not have a disability.