



**Goodwill Industries of South MS, Inc/
MS Goodworks, Inc.**

INVITATION TO SELF-IDENTIFY

Invitation to self-identify for preferential hiring and retention as well as voluntary inclusion in the Affirmative Action Program.

It is the policy of Goodwill of South MS, Inc and MS Goodworks, Inc. to actively recruit, select and employ qualified individuals with disabilities. The Company is a government contractor subject to Section 503 of the Rehabilitation Act of 1973.

In accordance with these laws, the Company has developed policies and procedures as well as affirmative action programs to employ and advance in employment qualified individuals with disabilities. The Company will, where appropriate, consider reasonable accommodations for qualified individuals with disabilities. All applicants must complete the sections below. Appropriate definitions of these terms are provided below for your convenience.

If you are an individual with a disability, you must provide official and signed documentation from a licensed provider (primary physician, state rehabilitation agency or other licensed provider) stating your disability diagnosis and prognosis. You may provide documentation of barriers to employment or tell us about (1) any special methods, skills, and procedures which qualify you for positions within the Company so that you can be considered for any positions of that kind, and (2) the reasonable accommodations which we could make which would enable you to perform the job properly and safely, including special equipment or other accommodations.

The information provided will be kept in strict confidence in accordance with the American with Disabilities Act pursuant to other applicable federal and state laws.

Please check the appropriate box(es) and provide your name in order to be identified as:

- A Non-disabled Individual:** Our programs are specifically intended to hire and/or train individuals with a disability. Individuals with documented disabilities and employment barriers receive preferential hiring and retention over individuals without disabilities or individuals with disabilities but with no employment barrier.
- An Individual with a Disability:** A person who has a severe physical or mental impairment (a residual, limiting condition resulting from an injury, disease, or congenital defect) which so limits the person's functional capabilities (mobility, communication, self-care, self-direction, work tolerance or work skills) that the individual is unable to engage in normal competitive employment over an extended period of time. "Competitive employment" refers to employment to which an individual obtains and holds a job independent of any support for an extended period of time.
- A Special Disabled Veteran:** A "special disabled veteran" is defined to be a veteran who is entitled to disability compensation under laws administered by the Veterans Administration for a disability (i) rated at 30 percent or more, (ii) rated at 10 or 20 percent in the case of a veteran who has been determined under section 1506 to have a serious employment disability or a person who was discharged or released from active duty because of a service-oriented disability.

Name: _____

Last 4 Digits of SS#: _____ Date: _____

Goodwill of South MS, Inc. employees are considered for all positions. During employment, all employees are treated equally without regard to race, color, creed, national origin, religion, age, genetics, or sex. Preferential treatment may be considered to qualified individuals and disabilities or veteran status. As an employer/government contractor, we comply with government regulations and Affirmative Action responsibilities. Government agencies require periodic reports on the sex and ethnicity of applicants. This data is used for analysis and affirmative action only. Submission of information is voluntary but the employee and PCSI reserves to the right to substitute information based on visual inspection if you elect not to complete the information.

<input type="checkbox"/> Male	<input type="checkbox"/> Female			
<input type="checkbox"/> White/Caucasian	<input type="checkbox"/> African American	<input type="checkbox"/> Hispanic	<input type="checkbox"/> American Indian	<input type="checkbox"/> Asian/Pacific

Goodwill Industries of South Mississippi/MS Goodworks

Application of Employment

DATE: _____

THIS APPLICATION IS VOID AFTER 30 DAYS

PERSONAL INFORMATION

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Name: _____
Last
First
Middle

Present Address: _____
Street
City:
State:
Zip:

E-Mail Address: _____
 (optional)

Home Number: _____ **Cell Number:** _____

Referred By: _____ **Are you 18 years of age or older? (optional)** _____ **Date You Can Start:** _____

Are You Employed Now? _____ **If so May We Inquire of Your Present Employer?** _____ **Ever applied to this company before?** _____

EMPLOYMENT DESIRED

(CIRCLE ONLY ONE FOR EACH CATEGORY)

General Type of Work Preferred: **Retail Positions** **Retail Positions** **Federal Contracts**

Any Position	Driver	Custodian
Retail Clerk	Driver Helper	Floor Tech
Donation Attendant	Clerical	Shelf Stocker
Material Handler	Other _____	Warehouse
Store Processor		Postal Clerk/ Driver

2nd Work Preference

Any Position	Driver	Custodian
Retail Clerk	Driver Helper	Floor Tech
Donation Attendant	Clerical	Shelf Stocker
Material Handler	Other _____	Warehouse
Store Processor		Postal Clerk/ Driver

<u>Schedule Type Preferred:</u>	<u>Preferred Geographical Area:</u>	<u>Shift Preference:</u>
Any	Any	Any
Full Time	Biloxi	Days
Part Time	Gulfport	Evenings
	Hattiesburg	Late Night
	Pascagoula	
	Gautier	
	Picayune	
	D'Iberville	

Salary/Wage Desired _____

Additional Comments: _____

EDUCATION

(Circle One)

Highest Level of Education Achieved: 1 2 3 4 5 6 7 8 9 10 11 GED 12 H.S. Diploma

College: 1 2 3 4 5 6

Job Related Skills: _____



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FORMER EMPLOYERS List below your last three employers, starting with the last one first.

Date

From/To Name and Address of Employer: Salary/Wage Position Reason for leaving

Total hours worked per week

Total days per week

Date

From/To Name and Address of Employer: Salary/Wage Position Reason for Leaving

Total hours worked per week

Total days per week

Date

From/To Name and Address of Employer: Salary/Wage Position Reason for Leaving

Total hours worked per week

Total days per week

(Voluntary Information Only)

Have you ever
served in the
military?

If yes, what
branch?

How many
yrs. served?

Discharge Status? Special Disabled Vet Vietnam Era Vet Newly Separated Vet Other Protected Vet

REFERENCES

List below three persons not related to you whom you have known at least one year

Name: **Address** **Phone:** **Position:**



THIS APPLICATION IS VOID AFTER 30 DAYS

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Pertinent Background

Are you willing to submit to a Pre-employment drug screening test? Yes () No ()

Are you able to legally work in the United States? Yes () No ()

Will you comply with a drug and smoke-free workplace? Yes () No ()

Have you ever been convicted of a felony? Yes () No () If yes, provide complete details, including the dates of the conviction and incarceration, including any suspended sentences, fines, probation, deferred adjudication or similar disposition.

(Conviction of a crime is not an absolute bar to employment. All relevant circumstances, such as how long ago the conviction occurred and the crime involved, will be considered in relation to specific job requirements.)

AUTHORIZATION

I certify that the facts contained in the application are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire or dismissal if I have been employed when discovered by the Company.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The Company retains the right to revise its policies or procedures in whole or in part, at any time.

Date: _____ Signature: _____

WE ARE AN EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION EMPLOYER DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT ON THE BASIS OF AGE AS DEFINED BY LAW, ANCESTRY, COLOR, DISABILITY OR HANDICAP, NATIONAL ORIGIN, RACE, RELIGIOUS CREED, SEX, SEXUAL ORIENTATION, GENETICS, OR VETERAN STATUS. APPLICANTS MAY REQUEST ACCOMMODATIONS NEEDED TO PARTICIPATE IN THE APPLICATION PROCESS.