



Goodheart-Willcox Publisher

18604 West Creek Drive, Tinley Park, IL 60477-6243

Application for Employment

To the Applicant: Goodheart-Willcox is a profitable publisher of educational materials in the technical & technology fields and the family & consumer sciences fields. Our primary markets are the middle schools, high schools, and community colleges. All Goodheart-Willcox employees treat our customers, authors, shareholders, and fellow employees with respect and honesty. We appreciate your interest in our Company and assure you that we are sincerely interested in your qualifications. To aid us in placing you in a position, we need a clear understanding of your background, education, and work history.

Please Print Clearly

Personal Information

Last Name		First Name		Middle Initial
Address		City	State	Zip
Social Security Number		Day Phone	Evening Phone	
If your application is considered favorably, on what date will you be available to work?				
Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodations?				
If hired, can you furnish proof that you are legally entitled to work in the United States?				
If hired, can you furnish proof of age?			Do you smoke?	
What type of employment are you seeking?				
Hours you will be available to work				
Can you work overtime if needed?		Can you work Saturdays if needed?		
Goodheart-Willcox is a drug free employer and you will be required to pass a drug screening as a condition of employment. I understand and agree to participate in the testing. ()initials				
Individuals working in the distribution and shipping areas of the company are required to pass a preemployment screening for the types of tasks encountered. For our mutual protection and safety, I understand and agree to participate in this testing if I am applying for these positions. ()initials				

Educational Information

Name and Address of School	Course of Study	List Diploma or Degree
High School		
College Education		
Graduate Education		
Occupational Education		
Other Education/Training		

Computer Software Knowledge

List the software of which you have a good command

Employment History

List below all present and past employment, beginning with your most recent. Please include any military service.

Company	Start Date	Supervisor	Wages
Address	End Date	Position and Responsibilities	
City/State/Zip			
Telephone	Reason for Leaving		

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Company	Start Date	Supervisor	Wages
Address	End Date	Position and Responsibilities	
City/State/Zip			
Telephone	Reason for Leaving		

Personal References (not former employees or relatives)

Name	Occupation
Address	Relationship
City/State/Zip	
Phone	

Name	Occupation
Address	Relationship
City/State/Zip	
Phone	

Name	Occupation
Address	Relationship
City/State/Zip	
Phone	

Important information for the applicant from the Goodheart-Willcox Company. EMPLOYMENT-AT-WILL. Your employment is for an indefinite period. It is at the will of either you or the Company to end the employment relationship at any time. No one, except the Board of Directors, has the authority to offer or promise, expressed or implied, an employment contract. This application does not constitute a contract, expressed or implied, nor does it constitute an offer of an employment contract. Goodheart-Willcox is an Equal Opportunity/Affirmative Action Employer. It is the continuing policy of Goodheart-Willcox to provide nondiscriminatory facilities and to recruit and employ the best qualified individuals without regard to race, color, religion, creed, national origin, age, disability, veteran status, or sex. Equal employment opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, opportunities for training, transfers, and terminations. No preference is given to the hiring of relatives or friends of current employees, although referrals are welcome.

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

Signature _____ Date _____