



Welcome to the World of GoodWork.

That's what we call your opportunity to make a difference in your community as a team member of Goodwill Industries of North Central Wisconsin.

Simply put, Goodwill NCW is a cutting-edge, not-for-profit, 501(c)(3) human services organization that has been serving north central Wisconsin communities since 1971. Our territory includes 35 counties from Manitowoc to La Crosse, and as far north as Rice Lake and Rhinelander. We sell new and donated goods in retail stores to fund programs that help people with disabilities and other barriers to independence become more fully integrated into society. Our programs and services change the lives of almost 52,000 people across north central Wisconsin each year.



Thank you for your interest in employment with Goodwill NCW. After you read about our organization and you decide that you want to join our team, please fill out the enclosed application and return it to any of our locations. You may keep this booklet for future reference.

Goodwill NCW
 Attn: People Team
 1800 Appleton Road
 Menasha, WI 54952
 E-mail: careers_gw@gwicc.org
www.goodwillncwjobs.org
 Phone: 1-800-482-0030
 Fax: 920-968-6362

About Goodwill

We're so pleased that you've considered joining our Goodwill Team. Whether you're interested in working with our retail operation or with one of our programs, at our busy distribution center, or with our administration team, you can be sure you'll work with people who care about you. Becoming a Goodwill team member comes with some responsibilities though. We take our mission very seriously.



The very heart of Goodwill NCW is our vision statement.....

“Our vision is to be recognized in all the communities we serve as the premier provider of services to individuals facing barriers to independence.”

Our mission statement is our guide.....

“Goodwill Industries of North Central Wisconsin, Inc will improve the community by improving the lives of its people through services, partnerships, collaborations and the responsible use of community resources.”

And our core values remind us every day that we begin by **“putting people first.”**

More than 750 of us serve in our store communities (we have 21 stores in 17 Wisconsin communities) as retail team leaders, sales associates, donation attendants and program coordinators.

Nearly 80 of us serve from our Shiner Warehouse and Logistics Center in Appleton in warehousing, logistics, materials handling, wiper production, contract projects, maintenance, E-Commerce, and over-the-road transportation.

Another 350 of us deliver services directly to those in need in homes, stores and offices -- even coffee houses -- through our **programs** as therapists, job coaches, financial counselors, baristas, etc.

And more than 70 of us serve in the Goodwill Community Center in Menasha in areas such as accounting and finance, retail operations, marketing and community relations, information technology and our People team.



We're an amazingly diverse team of professionals who work together to improve the lives of the individuals we serve and, ultimately, our communities. Most people are surprised at what Goodwill can offer. In fact, the most common response we hear when people begin to learn about us is **“I had *no idea!*”**

GoodAir at Goodwill

At Goodwill, we put people first. That is our first and most cherished value. It is now widely accepted that tobacco has a negative effect on our health and that second-hand smoke has unintended consequences that experts agree present a serious health risk to others.

Our GoodAir Program is an initiative to improve the health and wellness of our team members, program participants, volunteers and visitors who spend time at any of our Goodwill locations. With that in mind, we want you to know up-front that all Goodwill buildings and parking lots, trucks and vans, and all events sponsored by Goodwill are tobacco and smoke-free. Team members, volunteers and program participants will only be permitted to use tobacco products during unpaid lunch breaks, when they are allowed to leave the Goodwill grounds.

Our Great Rewards

Looking for good pay and good benefits? Most people are! And we offer that at Goodwill NCW. In fact, we call our whole benefits package **Our Great Rewards**. It's made up of three parts: **Good Pay, Good Care, and Good Work**:

Good Pay – Our goal is to offer competitive pay to team members for comparable positions in our markets so we can attract and retain the best people. To ensure we stay competitive, we benchmark salaries and wages both inside and outside the organization. Annual percentage increases are evenly distributed across the organization and are not specifically tied to individual job performance. We expect that our team members will work to their highest possible potential each and every day. We hold our team members accountable for developing personal growth and development plans to move their careers forward. At Goodwill, our team members own their careers.

Good Care – Our benefit philosophy is simple, but powerful-- to add value to the lives of our team members and their families. We offer benefit programs that:

- are evenly applied across the organization.
- are competitive in our market.
- offer individual choice.
- provide quality care and service.
- are life-friendly.
- seek to educate our team members and help promote healthy lifestyles and quality of life.

Our full-time team members (30 hours or more per week) are eligible for the following benefits:

- Health Insurance
- Dental Insurance
- Paid Time Off Benefits
- Flexible Spending Plan
- Life Insurance Plan
- Team Member Assistance Program
- Optional Dependent Life Insurance
- Short- and Long-Term Disability Plan
- Retirement Plan
- Health and Wellness Programs
- Team Member Discount Card
- Educational Assistance Program

and our part-time team members are eligible for the following benefits:

- Health and Wellness Programs
- Retirement Plan
- Team Member Assistance Program
- Team Member Discount Card
- Paid Time Off Benefits (based on hours worked)

Good Work – Goodwill's work is powerful work! We promise rewarding work in a rich and progressive environment that will help you learn and grow and gain a variety of work experiences.

Our Goodwill environment:

- is value driven.
- provides excellence in leadership.
- provides continuous opportunities for professional and personal growth.
- fosters an open, inclusive and diverse atmosphere.
- is safe, secure and comfortable.
- engages in continuous quality improvement.
- supports and fosters involvement and collaboration efforts in our communities.
- creates an open circle of communication.
- recognizes the importance of work and family balance.
- supports, rewards and celebrates the uniqueness, dedication and accomplishments of our team members.

Ten Reasons Goodwill NCW is a Great Place to Be

In addition to the competitive compensation and benefits, here are some reasons from our team members on why Goodwill NCW is a great place to be.

1. I love the Goodwill mission.

Helping people with disabilities and other barriers become more independent just sets us apart! I'd much rather work for a cause I believe in, than just get a paycheck.

2. Goodwill NCW really puts people first.

Whether it's focusing on us as team members or the people we serve, I get the feeling that Goodwill genuinely cares about us as individuals.

3. Goodwill honors my need for flexibility.

Flex-time, flexible hours, and part-time – even seasonal – opportunities are all ways Goodwill helps me serve others, but meets my personal needs, as well.

4. Goodwill believes in work/life balance.

We work hard, but also have fun, and are able to take time for family, friends and other very important things. In short, we are life-friendly.

5. Goodwill's a stable organization that has had a strong community presence for years.

Founded in 1971 as part of the 100-year-old Goodwill Industries movement, Goodwill NCW has a rich history of serving north central Wisconsin communities.

6. Goodwill offers an enriching and innovative work environment.

We always seek to be on the leading edge of community collaborations and partnerships, lean, green and continuously improving.

7. Goodwill really encourages individual growth and development.

People are expected to learn, to grow, and to own their own careers. Goodwill helps each of us take responsibility for our own development.

8. Goodwill is committed to both embracing differences and celebrating individuality.

I can be "me," and I can let others be "them," too.

9. I really feel like my work counts!

It doesn't matter whether I work in a store, in a family's home as part of a program, behind the coffee counter, in an office, on a tow motor, or in a truck on the road – I'm a Goodwill team member and am proud to make a difference in the lives of others every day.

10. Because I make a difference!

I know that I make a difference in my community through the power of my work.

Come and join us to help make Goodwill NCW an even better place! Visit any one of our locations to pick up an application, or you can go to our web site and apply online at:

www.goodwillncwjobs.org

Two more things:

1. If you know someone else who would be a great fit for one of our openings, please do us – and them – a favor by asking them to check us out.
2. Even if you decide not to apply to Goodwill at this time, please continue to donate your used goods and to shop in our stores. Remember, the revenue generated by your donations and your purchases really does help change lives.

Goodwill Industries of North Central Wisconsin, Inc.
 1800 Appleton Road – Menasha, WI 54952-1195
 Phone: 1-800-482-0030 or 1-920-731-6601 Fax: 1-920-968-6362

EMPLOYMENT APPLICATION

First Name: _____ Middle Initial: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ - _____ Position Applied For: _____ Salary Desired: _____

How did you find out about this opening? _____

Have you ever been employed at Goodwill? No Yes - Dates: From: _____ To: _____

Do any of your relatives work for Goodwill? No Yes - Name(s) _____

Have you lived outside the State of Wisconsin in the last 10 years? No Yes – State(s) _____

Are you at least 16 years old? No Yes

Have you been convicted of a crime? No yes – explain the nature of the crime, date & state of offense.

(Convictions are not an automatic bar to employment.)

Type of employment seeking: Part-time Full-time Seasonal/Temporary On-Call
 Hours you are looking to work: *(For Retail*, Warehouse, and Program and Services positions)*

* Please Note: Every other weekend shifts are required for retail positions

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
From	To	From	To	From	To	From	To	From	To	From	To	From	To

WORK HISTORY

May we contact your current employer? No Yes
 May we contact your previous employers? No Yes

It is the applicant's responsibility to list the COMPLETE and ACCURATE name, address, and telephone number of previous employers. List current or most recent employer first. Please attach an additional sheet if needed.

1. **Company Name:** _____ Phone: _____
 Address: _____ Dates: _____ to _____
 Position: _____ Supervisor: _____ Ending Salary: _____
 Reason for Leaving: _____

2. **Company Name:** _____ Phone: _____
 Address: _____ Dates: _____ to _____
 Position: _____ Supervisor: _____ Ending Salary: _____
 Reason for Leaving: _____

3. **Company Name:** _____ Phone: _____
 Address: _____ Dates: _____ to _____
 Position: _____ Supervisor: _____ Ending Salary: _____
 Reason for Leaving: _____

Please tell us the greatest value and/or specific experience that you would add to the Goodwill team.

EDUCATION INFORMATION

Circle Highest Grade Completed: 8 9 10 11 12 13 14 15 16 +

High School: _____ Did You Graduate? No Yes

College: _____ Did You Graduate? No Yes

Vocational School: _____ Did You Graduate? No Yes

List any certificates, trade licenses, computer skills or other special skills: _____

REFERENCES

List three persons who are not related to you, who you have known at least one year and are willing to give a work-related reference on your current or past work performance.

1. **Name:** _____ Years Acquainted: _____

Phone: _____ How do you know this person? _____

2. **Name:** _____ Years Acquainted: _____

Phone: _____ How do you know this person? _____

3. **Name:** _____ Years Acquainted: _____

Phone: _____ How do you know this person? _____

PLEASE READ CAREFULLY

I understand that the Immigration Reform and Control Act of November 6, 1986, requires me to prove the legality of my residency or citizenship. I am also aware that the failure to provide such proof at the time of request may legally force my termination.

All information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may be cause for rejection or may be cause for subsequent dismissal if I am hired.

I voluntarily and knowingly authorize any former employer, person, firm, corporation, school, or government agency; its officers, employees, and agents to release any and all information concerning my former employment to any prospective employer, its officers, employees, agents, or any other person or entity making a written or verbal request for such information. I understand that the employment information may include, but is not necessarily limited to: performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand, and opinions regarding my suitability for employment possessed by it.

I voluntarily and knowingly, fully release and discharge, absolve, indemnify, and hold harmless such former employer, person, firm, corporation, school, or government agency; its officers, employees, and agents from any and all claims, liability, demands, causes of action, damages, or costs, including attorney's fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release except for the express and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment which the officer, employee, or agent disclosing such facts knows are untrue.

I hereby consent to having Goodwill Industries of North Central Wisconsin contact anyone that it deems appropriate and consent to a background check to verify my suitability for employment.

Applicant's Signature: _____ Date: _____



Equal Opportunity Employer
www.goodwillncw.org

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