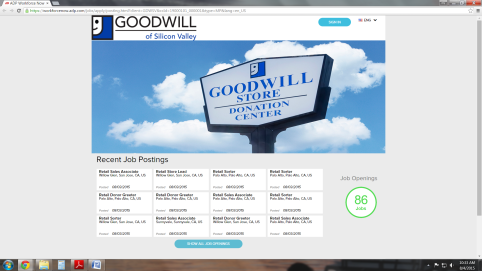
**Goodwill of Silicon Valley Online Application Guide**

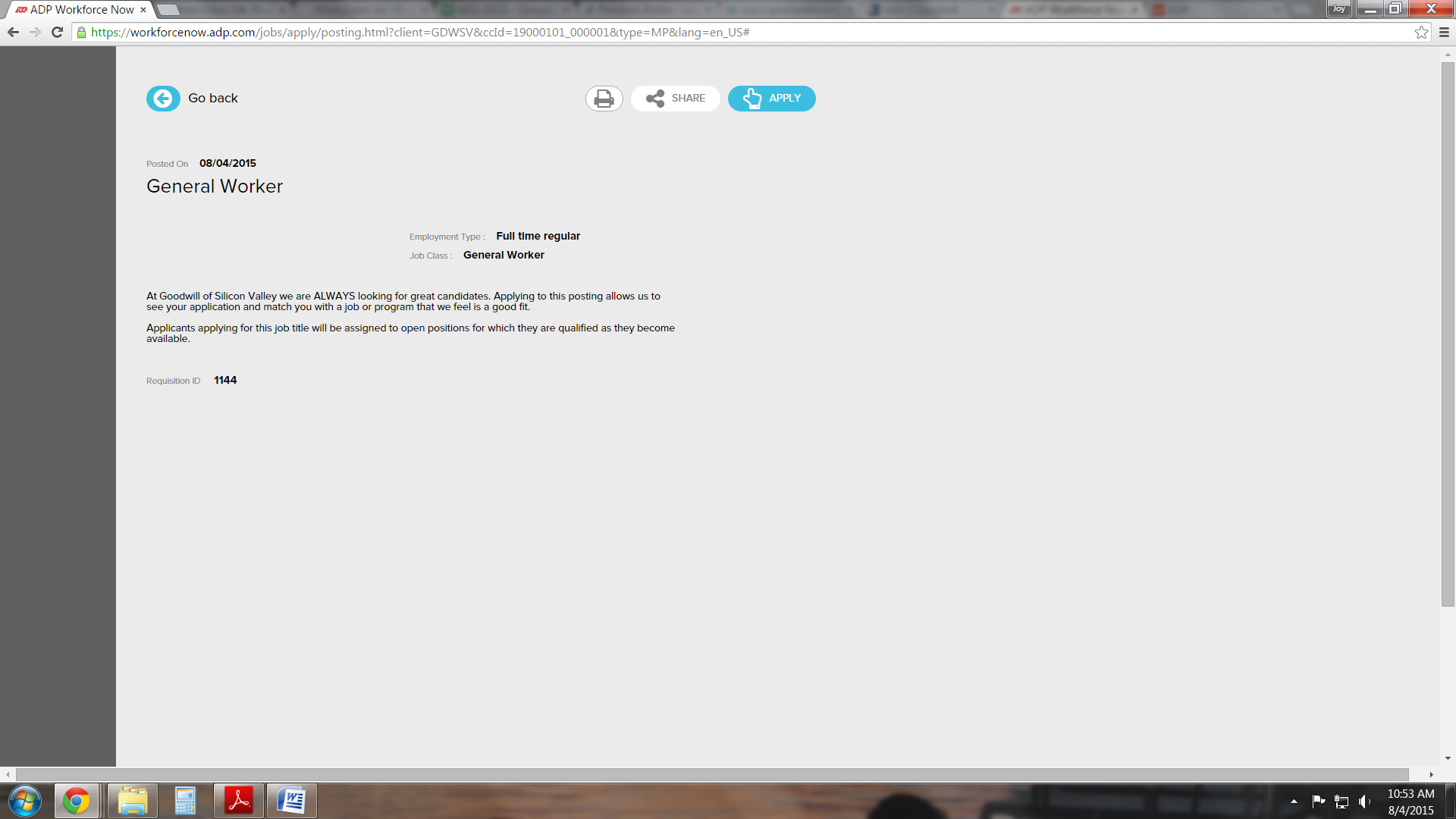
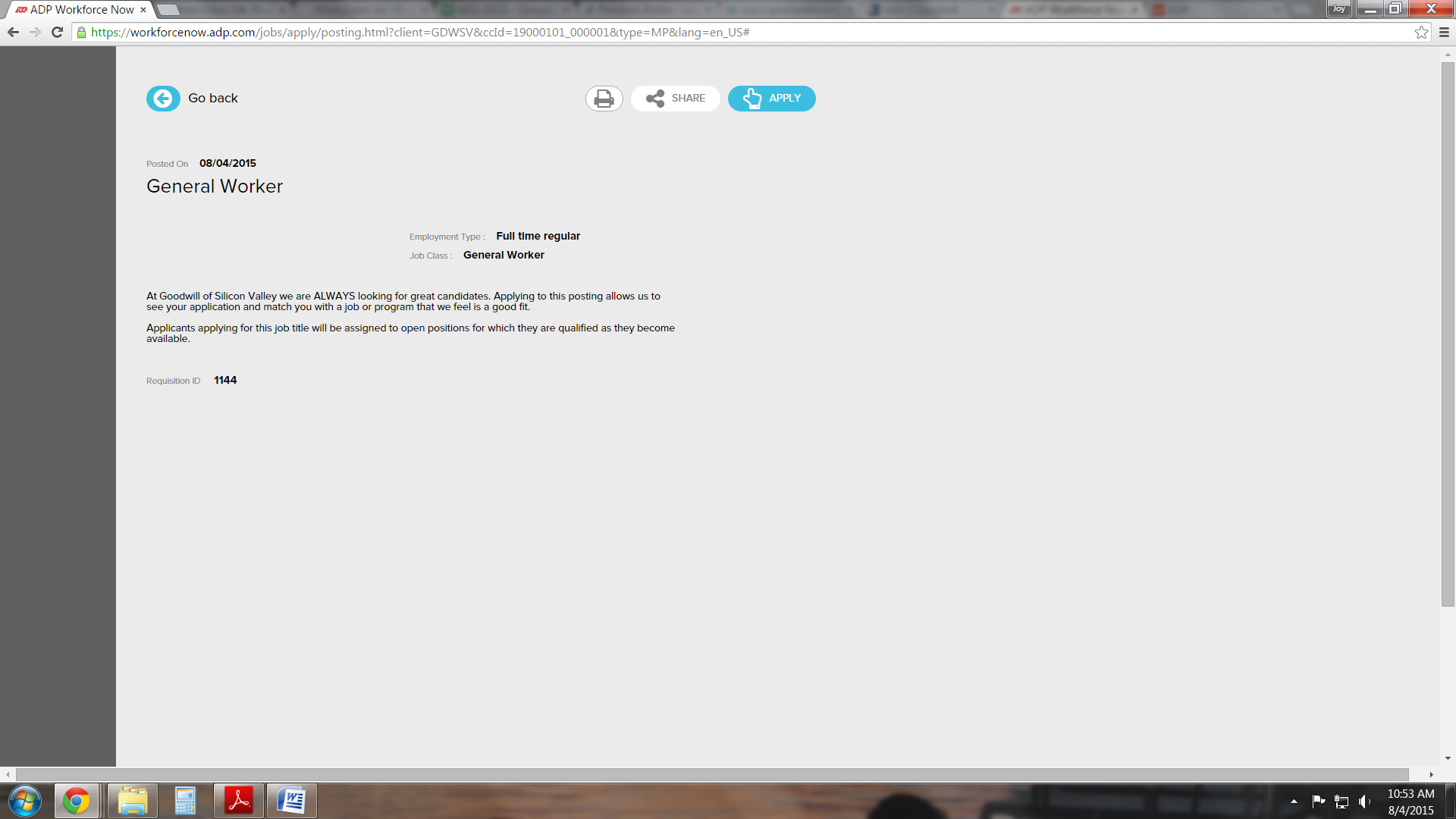
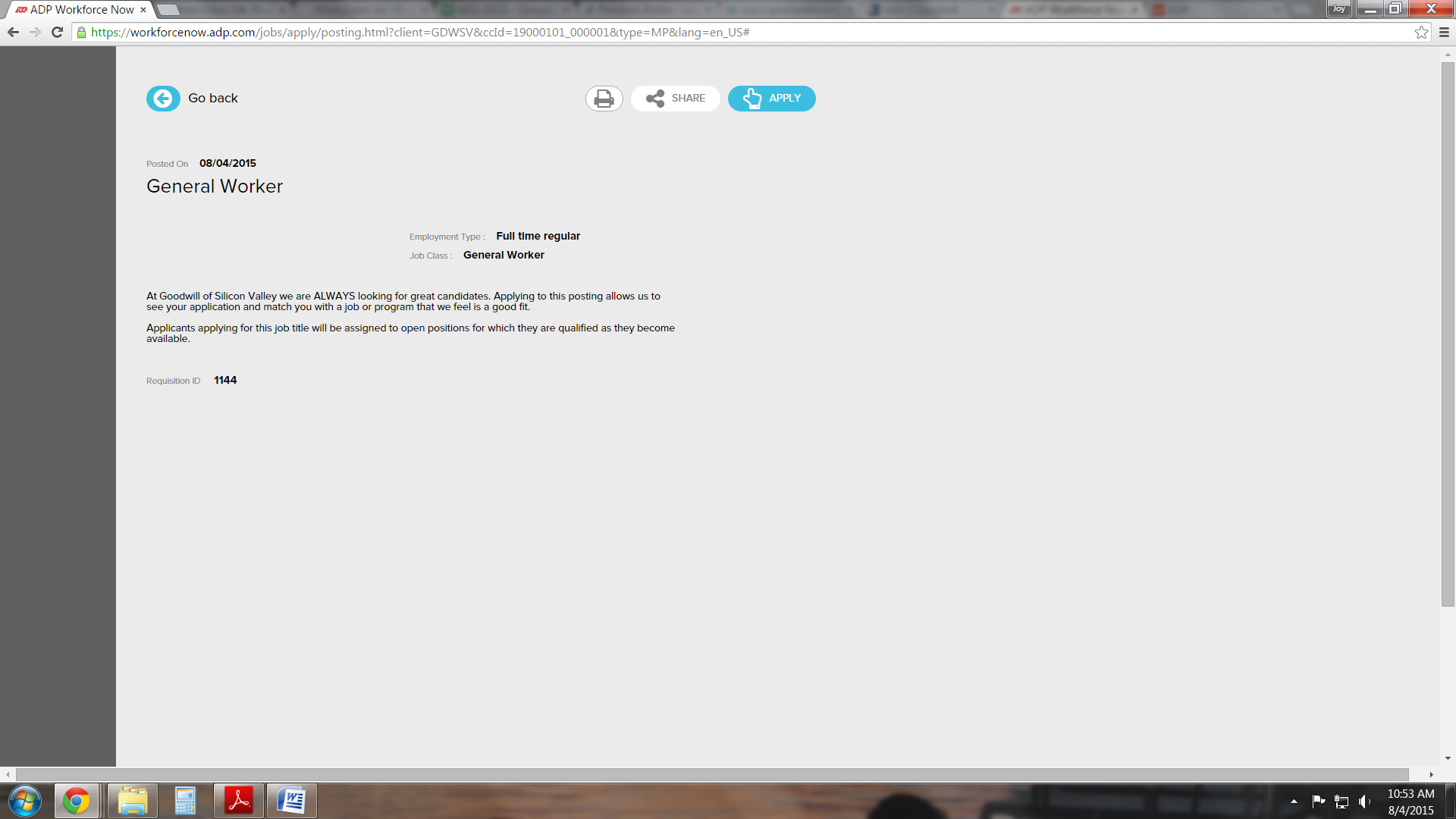
Thank you for your interest in Goodwill of Silicon Valley. Whether you are seeking employment or looking to participate in one of our work programs, the first step is to apply online. Even if you have already met with a manager, all candidates must complete an online application in order to be hired. Let’s get started!

1. Go to the web address listed below. You can do this by opening your web browser on your computer or mobile device (ex: Internet Explorer, Safari, Chrome, Firefox). Enter the web address into your web browser.

<https://workforcenow.adp.com/jobs/apply/posting.html?client=GDWSV&ccId=19000101_000001&type=MP&lang=en_US>

1. You will see the Goodwill of Silicon Valley Career Center. It should look like this:



1. From here you can select the Job you would like to apply for. If you don’t see the job you want to apply for listed please apply to the “General Worker” Posting. This way, we have your information and are able to assess which job you will be a fit for. To apply, click the job title (ex: General Worker, Retail Sorter, Retail Store Lead), then click on the “Apply” Button. 
2. Next, you will need to create a user profile. Click on the “Register Now” Button.
3. You will be asked to enter contact information, create a user ID and password, select security questions, and finally review this information. When you get to the screen telling you that your registration is complete click the “Log-in” Button.
4. You should be automatically redirected to the job posting you selected from the Career Center. Click the “Apply” Button. 
5. Sign in using the User ID and Password you just created. 
6. You should be automatically redirected to the job posting you selected from the Career Center. Click the “Apply” Button. 
7. Next you will fill out the online application. You will be asked to enter your personal information, information about your work history, education, and skills, and answer a few screening questions. There will also be several kinds of screening that you will be asked to consent to. We do not run any background checks until a candidate has been offered a job.
8. When you have completed all the information needed for the application click the “Submit” Button.

**CONGRATULATIONS YOUR APPLICATION HAS BEEN SENT!**

If you have already met with a manager and they have offered you a job the recruiting department will be in touch about the next steps in the hiring process. If you have not yet met with any one at Goodwill don’t worry we will review your application and contact you if you are a fit for an opening. If you would like more info about Goodwill of Silicon Valley and our Programs and employment opportunities feel free to attend our General Information Session, held every Tuesday at 8:30 AM in our Main Office at 1080 N. 7th St., San Jose, CA 95112.

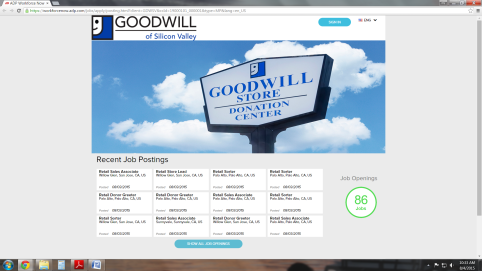
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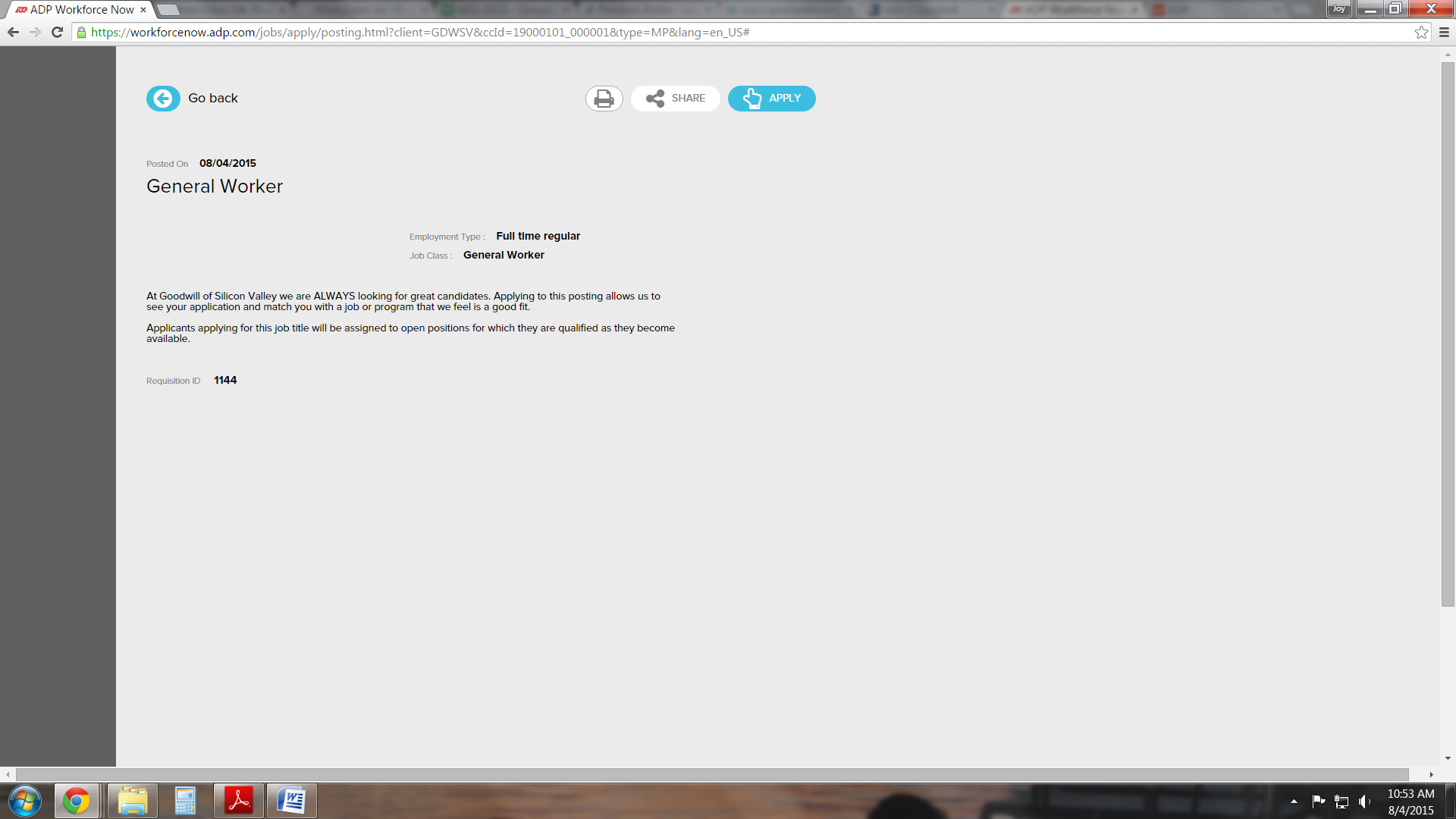
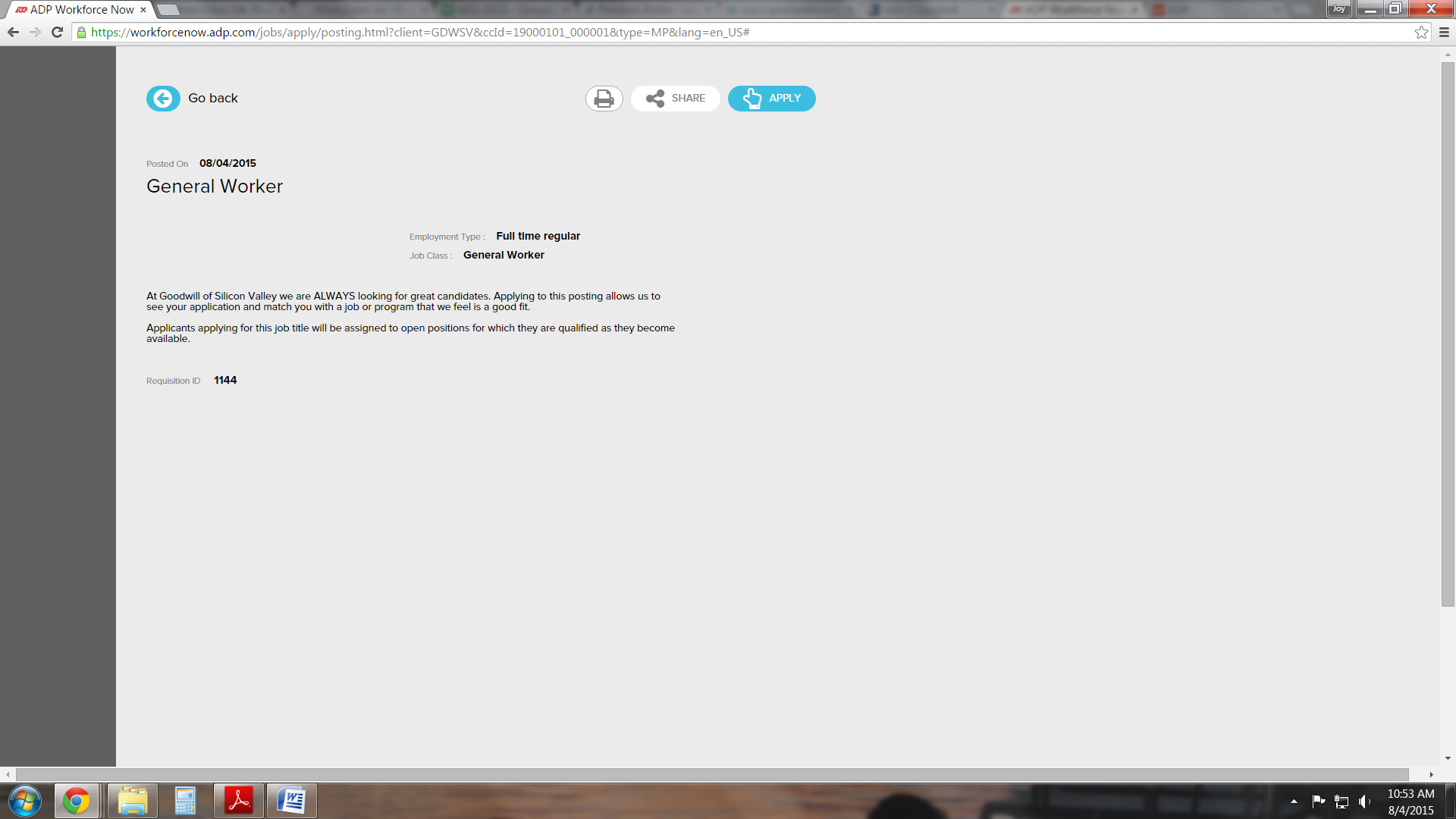
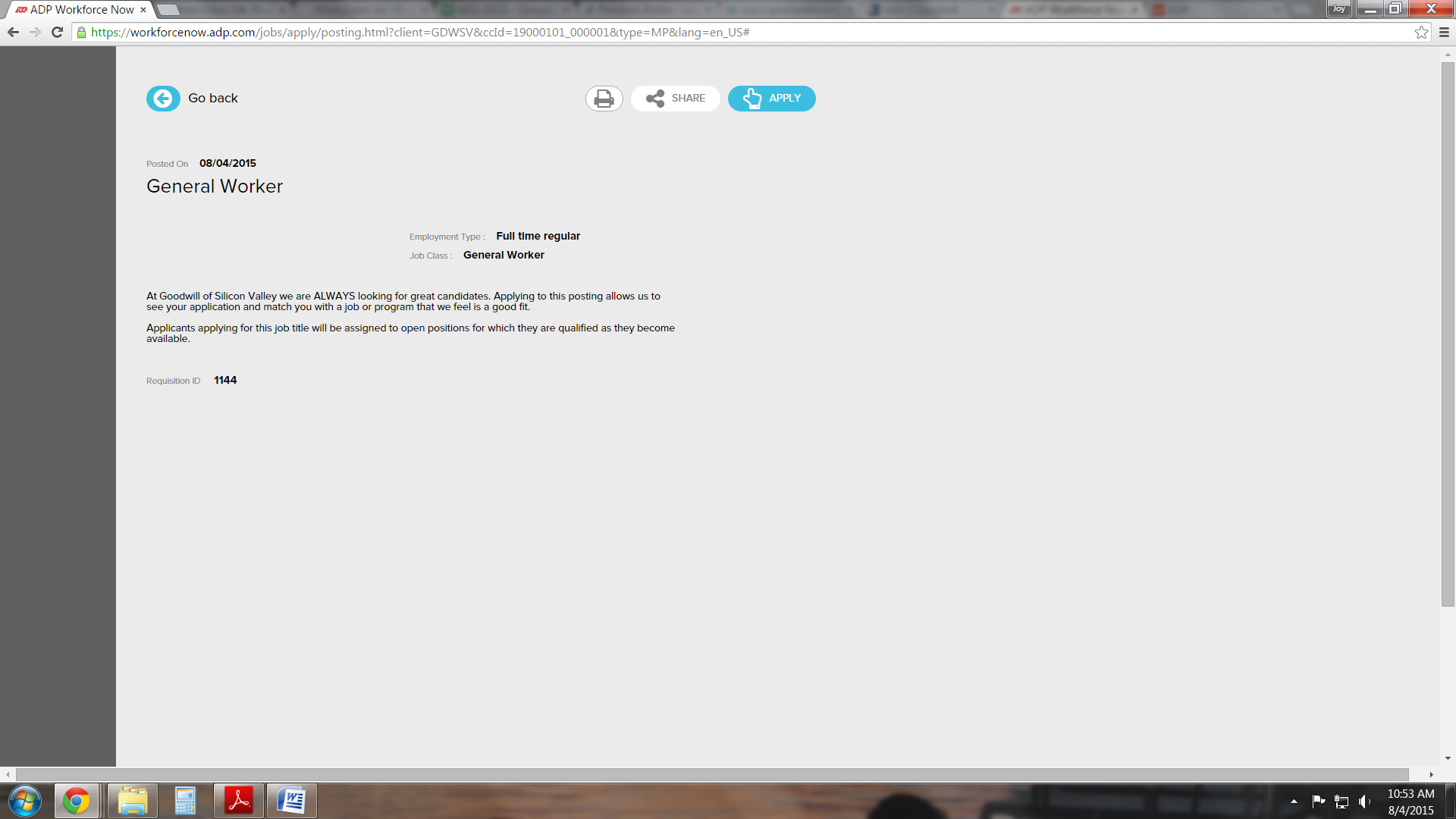
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