



# APPLICATION FOR EMPLOYMENT

## An Equal Opportunity Employer

We consider all applications for all positions without regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service, or any other legally protected status.

## POSITION(S) APPLYING FOR

Position(s) desired \_\_\_\_\_

Date of Application \_\_\_\_\_ Hourly Rate/Salary Desired \_\_\_\_\_

## PERSONAL INFORMATION

*Incomplete information could disqualify you from further consideration. Please complete all fields.*

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_ Best time to contact you \_\_\_\_\_

If hired, can you furnish proof you are eligible to work in the U.S.?  Yes  No

Are you at least 21 years or older?  Yes  No

What date are you available to start? \_\_\_\_\_

Please specify the shift schedule(s) you are available to work.

9:00am to 8:00pm  Yes  No      9:45am to 8:30pm  Yes  No

7:00am to 5:00pm  Yes  No      8:00am to 5:00pm  Yes  No

Please list other times you are available to work if you answered "No" to all above:

\_\_\_\_\_

Are you available to work weekends?  Yes  No

Can you work overtime, including weekends?  Yes  No

Do you have dependable transportation?  Yes  No

(We have sites in both Reno and Carson City. Commuting to both locations may be required.)

Are you able to perform the essential functions of the job you are applying for, with or without a reasonable accommodation?  Yes  No

## REFERRAL SOURCE

How did you hear about us?  Walk In  Advertisement  Referral  Other

Have you ever worked for our company before?  Yes  No

If Yes, please include time frame and the nature of your departure: \_\_\_\_\_

\_\_\_\_\_

Have you previously applied for a position with our company?  Yes  No

Do you know anyone who works for our company?  Yes  No

If Yes, please list name(s) \_\_\_\_\_

\_\_\_\_\_

## EDUCATION / SKILLS

	Name of Institution	Years Completed	Diploma, Degree, or Certificate
High School or Equivalent			
Undergraduate College			
Graduate Professional			
Trade School or Vocational Technology			

Please describe any special skills, experience and/or training that would enhance your ability to perform the position applied for?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What machines or equipment can you operate that relate to the job are applying for?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What computer and software skills do you have that relate to the job you are applying for?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## WORK EXPERIENCE

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. *Incomplete information could disqualify you from further consideration.*

**Company Name:** \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_

Phone #: \_\_\_\_\_ State of Employment: \_\_\_\_\_

Immediate Supervisor Name & Title: \_\_\_\_\_

Reason for Departure: \_\_\_\_\_

Summary of Duties & Accomplishments: \_\_\_\_\_

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**Company Name:** \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_

Phone #: \_\_\_\_\_ State of Employment: \_\_\_\_\_

Immediate Supervisor Name & Title: \_\_\_\_\_

Reason for Departure: \_\_\_\_\_

Summary of Duties & Accomplishments: \_\_\_\_\_

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Job Title: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_

Phone #: \_\_\_\_\_ State of Employment: \_\_\_\_\_

Immediate Supervisor Name & Title: \_\_\_\_\_

Reason for Departure: \_\_\_\_\_

Summary of Duties & Accomplishments: \_\_\_\_\_

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Job Title: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_

Phone #: \_\_\_\_\_ State of Employment: \_\_\_\_\_

Immediate Supervisor Name & Title: \_\_\_\_\_

Reason for Departure: \_\_\_\_\_

Summary of Duties & Accomplishments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## REFERENCES

Names of three (3) persons, not related to you, whom you have known at least three (3) years.

	Name	Phone	Email	Company	Years Known
1					
2					
3					

### PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I understand that as a condition of employment I will be required to successfully pass a background check, which will include a live scan with fingerprints.

I authorize the investigation of any statements contained in this application. I also authorize whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

**I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE. I HAVE READ, UNDERSTAND, AND BY MY SIGNATURE CONSENT TO THESE STATEMENTS.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please email your completed application with any additional documentation to [jobs@sierrawell.com](mailto:jobs@sierrawell.com), or drop it off at either of our store locations.

**This application for employment will remain active for a limited time.**

Human Resources | 1025 Ridgeview Drive, Suite 100 | Reno, Nevada 89519 | 775.800.WELL | [sierrawell.com](http://sierrawell.com)