

# RENO LUMBER

## Employment Application Cover Sheet Instructions/Acknowledgement

### ***Equal Employment Opportunity Statement***

Reno Lumber is committed to providing an equal opportunity for all individuals who are seeking employment. The objective of Reno Lumber's hiring procedure is to select the most qualified individual for the job. In reading and answering these questions, please keep in mind that none of the questions is intended to imply limitations, preference or discrimination based on age, gender, marital status, creed, color, national origin or existence of disability that does not interfere with the performance of the position which you are applying.

### ***Purpose of the Application form***

I understand that the purpose of the application form is to give me the opportunity to provide the company with the information about my skills, experience, abilities and other personal attributes that meet the qualification requirements for the job position that is available. I understand that it is in my best interest to be thorough, accurate and descriptive in providing this information. I also understand that a number of people will apply for the job opening and that Reno Lumber does not guarantee anyone an interview or consideration beyond the application form.

### ***Responding to inquiries on the application Form***

I understand that I must complete ALL of the inquiries on the application completely and accurately. If the question or information sought is not applicable, put N/A for a response in the space provided. Failure to fill in all sections may disqualify your application from further consideration. If additional space is required to adequately answer any questions, please indicate by an asterisk (\*) and write the information on the back page of this application.

### ***Consideration of the Application Form***

I understand that Reno Lumber will consider my application for the job openings that I have applied for. I also understand that my application will be active for 60 calendar days from the date of my application. I understand that if I wish to keep my application active, I must notify Reno Lumber in writing.

### ***Reference and Information Check***

I authorize previous employers and personal references to furnish Reno Lumber such information as it considers necessary to evaluate my qualifications for employment.

### ***Drug and Alcohol Test***

I understand that if I am considered for employment, a part of the application process at Reno Lumber will include a urinalysis exam which is used to detect the use of drugs and Alcohol. I understand that I will be requested to sign a consent and waiver form before I take the test. I understand that if I refuse to sign the form or if my test results are dilute or positive, that I will not be considered for employment at Reno Lumber for ninety (90) days, after which I may reapply.

### ***I-9 form Documentation***

I understand that if Reno Lumber offers me a position, before I commence work I complete an I-9 form and provide documentation that shows that I am authorized to work in the United States. I understand that if I do not provide this documentation, I will no longer be qualified for the job position.

### ***General Acknowledgment***

I have read and understand all of the instructions and acknowledgments set forth above. My signature represents that I will comply and that I understand the consequences if I do not comply.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# RENO LUMBER

680 Spice Island Drive, Sparks, NV 89431

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If so, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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