



Arrow Construction

Employment Packet

Applicants Name

Contact Number

REQUEST FOR DMV PRINTOUT

ATTN: Katrina Hawkins

Name: _____

Drivers License No.: _____

State of issue: _____

Expiration Date: _____

Birth Date: _____

I hereby consent and agree that my driver's license information may be given to Arrow Construction, insurance agent, Noack and Dean Division, Interwest Insurance Services, Inc. A record will be obtained from the Department of Motor Vehicles for underwriting purpose for automobile insurance for Arrow Construction. I hereby authorize Noack and Dean Division, Interwest Insurance Services, Inc. to release my driving record to Arrow Construction.

Signature _____ Date _____

Note: Consent to be kept on file for 5 years after employment ceases.

**ARROW CONSTRUCTION
1850 Diesel Drive
Sacramento, CA. 95838
(916) 640-0600**



☐ 1850 Diesel Dr
Sacramento, CA 95838
P (916) 640-0600
F (916) 640-0700

☐ 17805 Comconex Rd
Manteca, CA 95336
P (209) 823-9100
F (209) 823-9101

☐ 619 S. Hughes Ave
Fresno, CA 93706
P (209) 823-9100
F (209) 823-9101

MVR ☐

D/T

PEP

B/G CHECK

APPLICATION FOR EMPLOYMENT

LAST NAME			FIRST NAME			MI				
MAILING ADDRESS			CITY		STATE		ZIP CODE			
STREET ADDRESS (IF DIFFERENT)			CITY		STATE		ZIP CODE			
COUNTY OF RESIDENCE			HOME PHONE		MESSAGE / CELL PHONE					
EMAIL ADDRESS				EMERGENCY CONTACT NAME / PHONE						
HAVE YOU EVER HAD A SECURITY CLEARANCE?			WHERE?			WHEN?		LEVEL?		
YES NO										
HAVE YOU EVER APPLIED WITH ARROW BEFORE?			IF YES, GIVE DATE / BRANCH			ARE YOU AT LEAST 18 YRS. OLD?			<input type="checkbox"/> YES NO	
YES NO						IF NO, DO YOU HAVE A WORK PERMIT?			YES NO	
HAVE YOU EVER BEEN REFUSED A BOND?			IF SO, WHEN?							
YES NO										

EMPLOYMENT HISTORY

CURRENT EMPLOYER				TITLE/POSITION			
EMPLOYEE ID #		DEPARTMENT		DATE OF HIRE			
EMPLOYER (1)				TITLES / DUTIES			
ADDRESS							
SUPERVISOR		Start Date		End Date			
TELEPHONE		REASON FOR LEAVING					
COMMENTS							
EMPLOYER (2)				TITLES / DUTIES			
ADDRESS							
SUPERVISOR		Start Date		End Date			
TELEPHONE		REASON FOR LEAVING					
COMMENTS							
EMPLOYER (3)				TITLES / DUTIES			
ADDRESS							
SUPERVISOR		Start Date		End Date			
TELEPHONE		REASON FOR LEAVING					
COMMENTS							

EDUCATION

	INSTITUTION	FIELD OF STUDY
<input type="checkbox"/>	High School Grad/GED	
<input type="checkbox"/>	Trade School	
<input type="checkbox"/>	College Degree	

WORK EXPERIENCE

Hire Date:	Employee Code:
Employee's Name:	Position:
Address:	
Phone Number:	

Please put a "X" in the column that best describe your experience

Work Experience:	Yes	No	Some
OPERATING EQUIPMENT			
Backhoe			
Skid steer			
Roller			
HDD operator			
HDD Locator			
Potholing			
Vac Machine			
Pressure Washer			
Jack Hammer			
load/unload equipment			
Spotter			
CONCRETE			
Finisher			
Form setter			
laborer			
ASPHALT			
Roller			
Raker			
laborer			
SAFETY TRAINING			
Competent Person			
CalOsha 40 hrs hazwop			
Traffic Control			
CPR/First Aid			
SWPP			
Flagging			
TYPE OF CONSTRUCTION			
Water			
Electric			
Sewer			
Phone			
Storm Drain			

****Additional Work Experience that you might want to share:**

SUMMARY OR POLICIES

AT-WILL EMPLOYMENT

Employment at Arrow Construction is "AT- WILL". The employment relationship may be terminated for any reason with or without cause or notice at any time by you or the Company. No oral statement shall limit the right to terminate employment at-will.

EQUAL EMPLOYMENT PRACTICES

Arrow Construction is an equal opportunity employer and makes employment decisions on the basis of merit. Arrow Construction's policy prohibits unlawful discrimination based on race, disability, medical condition, veteran status, sexual orientation or any other consideration made unlawful by federal, state or local laws. Arrow Construction's commitment to equal opportunity employment applies to all persons involved in the operations of the company and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, Arrow Construction will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

If Arrow Construction determines that unlawful discrimination has occurred, remedial action will be taken, commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. Arrow Construction will not retaliate against YOU for filing a complaint and will not knowingly permit retaliation by management employees or your co-workers.

UNLAWFUL HARASSMENT, SEXUAL HARASSMENT AND WORKPLACE VIOLENCE

Arrow Construction does not tolerate harassment, sexual harassment or violence of any type to our employees, clients, vendors or suppliers. Any form of harassment which is prohibited by the Equal Employment Opportunity Commission and which violates federal, state or local law; including, but not limited to, harassment related to an individual's race, religion, color, sex, sexual orientation, national origin, ancestry, citizen status, marital status, pregnancy, age, medical condition, handicap or disability is a violation of this policy. Any employee who engages in any of the acts or behavior described below, is subject to employee disciplinary action, up to and including immediate discharge.

- **HARASSMENT:** Verbal, physical or visual conduct of a racial, ethnic or other type which, in the employee's opinion, impairs his or her ability to perform the job.
- **SEXUAL HARASSMENT:** Sexual harassment includes unwelcome sexual advances or visual, verbal or physical conduct of a sexual nature. This definition encompasses many forms of offensive behavior, including gender-based harassment of a person of the same sex: as the harasser, conduct of a sexual nature that creates an offensive, intimidating or hostile work environment and coerced sexual conduct by a person in a position of authority.
- **VIOLENCE:** Any behavior that could be construed as violent in nature or any physical action that is intimidating or violent to any person.

Complaints of harassment of any type should be reported immediately; without fear of reprisals to Arrow Construction. Confidentiality will be maintained to the extent permitted by the circumstances.

Applicant's statement

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

I authorize investigation of all statement contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitute an contract unless a specific document to that effect is executed by the employer and employee in writing.

The applicant understands that employment is AT WILL, that either employer or employee may terminate employee's employment at any time for any reason or no reason with or without notice.

I understand that any offer of employment is conditioned upon my providing evidence, satisfactory to the company, of my insurability for the operation of company vehicles and equipment and my passing a Pre-employment physical, drug test and back ground check. I understand that I am not an employee of the company until these conditions are fulfilled to the company's satisfaction and that any conditional offer of employment can be revoked for any reason or cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide all rules and regulation of the employer.

Signature of Applicant

ACKNOWLEDGEMENT AND AGREEMENT

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

I understand that any offer of employment is conditioned upon my providing evidence, satisfactory to the company, of my insurability for the operation of company vehicles and equipment. I understand that I will be required to pass a Pre-employment physical, drug test and back ground check. I understand that I am not an employee of the company until these conditions are fulfilled to the company's satisfaction and that any conditional offer of employment can be revoked for any reason or cause.

I understand that neither this document nor any offer of employment from the employer constitute an contract unless a specific document to that effect is executed by the employer and employee in writing.

The applicant understands that employment is "AT- WILL" , and the employment may be terminated for any reason with or with out cause or notice at any time by you or the Company.

I understand and agree that falsification of information, misleading statements, misrepresentation or omission of facts on this or other employment forms, is cause for denial of employment or if employed, cause for dismissal regardless of when discovered. I also, hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Arrow does not discriminate among applicants or employees on the basis of race, color, age, sex, religion, national origin, marital status, the presence of medical conditions or disability, or any other legally protected status.

Signature of Applicant

Date

Thank you for completing this application form and for your interest in our business.