



APPLICATION FOR EMPLOYMENT

Date: _____/_____/_____

PERSONAL INFORMATION

Name (Last, First, MI):

Address:

City, State, Zip:

Phone:

E-mail Address:

Social Security #:

Desired Salary:

Desired Commute Time:

EDUCATION	School Name	Course of Study	Degree/ Major	Dates Attended	Graduate? Y or N
High School:					
College:					
Technical:					
Other:					

Honors or Awards Received:

EMPLOYMENT HISTORY

Most Recent Employer:

Job Title:

Dates:

Address/City /State:

Work Performed:

Reason for leaving:

Who may we contact:

Phone:

Company Name:

Job Title:

Dates:

Address/City /State:

Work Performed:

Reason for leaving:

Who may we contact:

Phone:

Company Name:

Job Title:

Dates:

Address/City /State:

Work Performed:

Reason for leaving:

Who may we contact:

Phone:

SKILLS

Please describe any additional skills you may have (i.e. Typing, Data Entry, Word, Excel, Project Management, etc.)

BUSINESS REFERENCES

Name	Relationship	Phone #/E-mail

FRIENDS/RELATIVES YOU WOULD LIKE TO REFER TO ARROW:

Name	Relationship	Phone #/E-mail

APPLICATION CERTIFICATION

The company is an at-will employer as allowed by applicable state law. The company may terminate the employment relationship at any time, for any reason, with or without cause or notice.

It is my responsibility to contact an Arrow Staffing representative on a regular basis with your work availability and when my contact information changes. It is also required to contact your Arrow Staffing representative if you are going to be late or absent from your work assignment, and to work your full assigned work schedule each week.

I understand that the company has a drug-free workplace and a drug and alcohol testing program consistent with applicable federal, state and local law. If I am offered a conditional offer of employment, I understand that if a pre-employment (post offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the companies policies and applicable federal, state and local law.

If hired, I agree to conform to the rules and regulations of the company, and I understand that the company has complete discretion to modify such rules and regulations at any time.

I authorize the company or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking to the extent permitted by federal, state and local law. I agree to complete any authorization forms for background investigation which may be permitted by federal, state and local law.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above mentioned information. I hereby release, discharge, and hold harmless, any party delivering information to the company from any liability, claims, charges, or causes of action which may have been a result of the delivery or disclosure of the above requested information. I hereby release from liability the company and its representatives for seeking such information and all other persons, corporations or organizations furnishing such information.

APPLICATION VERIFICATION AND ACKNOWLEDGEMENT

Arrow Staffing considers applicants for all positions without regard to race, color, religion, national origin, gender, marital status, sexual orientation, age, handicap, pregnancy, disability, veteran status or any legally protected status. I certify that the information contained in this application and/or resume is true to the best of my knowledge and understand that falsification or omissions of any kind is grounds for refusal to hire, or if hired, grounds for dismissal.

Applicant Signature: _____ **Date:** _____

OFFICE USE ONLY

Notes:
