



Arrow Cleaning & Restoration Inc., DBA, Arrow Service Team
2925 E Broadway Ave
Bismarck, ND 58501
Phone: 701-223-9249

We are pleased that you are seeking employment with Arrow Service Team ("the Company")! Applicants for employment are considered without regard to race, color, religion, sex, age, sexual orientation, national origin, or any other factors prohibited by local, state, or federal law. We are proud to be an Equal Opportunity Employer. Applicants with disabilities may be entitled to reasonable accommodation under the ADA and related state laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing an undue hardship on the company.

This employment application does not create a contract or offer of employment. If hired, employment with the Company will be on an at-will basis and can be terminated at the will of either you or the Company. Please be advised, this application for employment is only good for 30 days from the date received by the Company. Consideration for employment after 30 days requires submission of a new application.

Applicant Information:

Name: (Last) (First) (Middle)

Preferred Name:

Address: (Street)

(City) (State) (Zip)

Phone #: E-mail Address:

Referred by:

Have you ever applied for employment with our company before? Yes No
If yes, what date(s) did you apply? If yes, what position(s) did you apply for?

Have you ever been employed by our company in the past? Yes No
If yes, what date(s) of employment: If yes, positions held:

How did you hear about our company and/or this job opening?

Employment Desired:

Position(s) applying for: _____ Date Available: _____ Desired Pay: _____

Are you interested in Full-Time Part-Time Seasonal Temporary

What days and hours are you available to work? _____

Are you available to work On Weekends? Overtime?

Education:

| | <u>Name of School</u> | <u>State</u> | <u>Last year completed</u> | <u>Did you graduate?</u> | <u>Subject or Degree</u> |
|----------------|-----------------------|--------------|----------------------------|--------------------------|--------------------------|
| High School | | | | | |
| College | | | | | |
| Trade/Business | | | | | |

Employment: List below last four employers starting with most recent one.

Employer # 1

Employer Name

Phone Number

Type of Business

Supervisor's Name

Address

City

State

Zip

Dates of Employment

From (month/year)

To (month/year)

Current Employer?

yes

no

May we contact?

yes

no

Position Duties

| |
|--|
| |
| |
| |

Reason for Leaving (write "n/a" if still employed)

Employer # 2

Employer Name

Phone Number

Type of Business

Supervisor's Name

Address

City

State

Zip

Dates of Employment

From (month/year)

To (month/year)

May we contact?

yes

no

Position Duties

| |
|--|
| |
| |
| |

Reason for Leaving

Employer # 3

Employer Name

Phone Number

Type of Business

Supervisor's Name

Address

City

State

Zip

Dates of Employment

From (month/year)

To (month/year)

May we contact?

yes

no

Position Duties

| |
|--|
| |
| |
| |

Reason for Leaving

Employer # 4

Employer Name

Phone Number

Type of Business

Supervisor's Name

Address

City

State

Zip

Dates of Employment

From (month/year)

To (month/year)

May we contact?

yes

no

Position Duties

Reason for Leaving

Gaps in employment:

Please explain any gaps in employment (with general dates)

General Questions:

Can you perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, please describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions).

Can you meet the attendance requirements of this job? Yes No

Do you have any licenses, skills, training, or awards that are relevant to the job for which you are applying?

Do you have a current/valid Driver's License (no restrictions)? Yes No

If no, can you obtain a temporary restricted license for work related driving within 2 weeks? Yes No N/A

Do you have reliable transportation to get to and from work? Yes No

Have you ever been convicted of a crime other than a minor traffic violation? Yes No

If yes, please give general explanation: _____

(Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements.)

Are you able to pass an employment drug test? Yes No

If no, please give general explanation: _____

Can you produce two forms of identification when/if asked as required by the US Government? Yes No

What interests you about working for Arrow Service Team? Why are you applying?

If selected for an interview (phone or in-person), what time(s) and day(s) typically work for your availability?

In case of Emergency, Notify:

Name: _____ Phone #: _____

References: Please provide names of three (3) professional references

| Name | City/State | Company/Relationship | Years Acquainted |
|------|------------|----------------------|------------------|
| 1) | | | |
| 2) | | | |
| 3) | | | |

APPLICANT'S CERTIFICATION AND SIGNATURE:

Please read carefully, initial each paragraph and sign at the bottom of the page 6.

| | |
|-------------------|---|
| <u> </u> | I understand that, if hired, I will be required to provide proof of my legal authorization to work in the United States. |
| <u> </u> | I certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the information provided by me on this application are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. |
| <u> </u> | I authorize the Company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment. I further authorize the references I have listed to disclose to the Company all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I release the Company, my former employers and other persons, corporations, partnerships, and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. |
| <u> </u> | I understand that nothing contained in this application, or conveyed during any interview which may be granted, or during my employment, if hired, is intended to create an employment contract between the Company and me. In addition, I understand and agree that if I am employed, my employment is at will and is for no definite or determinable period and may be terminated at any time, with or without prior notice, or with or without cause, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the Company unless made in writing and signed by me and the Company's designated representative. |
| <u> </u> | I understand that, in connection with my application for employment, the Company may obtain a consumer report and/or investigate consumer reports about me that may contain information as to my character, general reputation, personal characteristics, and mode of living. Such reports may include or consist of my driving history obtained from the Department of Motor Vehicles. I further understand that any job offer extended by the Company is contingent upon receipt of a favorable consumer or investigative consumer report about me. |
| <u> </u> | I understand that in connection with my application for employment, depending upon the position for which I have applied, any offer of employment is conditioned upon my taking and passing an employment drug test. I understand that I may refuse to take any required drug test, but that if I do, any offer of employment will be immediately withdrawn. |
| <u> </u> | I HAVE READ THE ABOVE PARAGRAPHS, UNDERSTAND THEIR IMPORTANCE AND EFFECT UPON MY EMPLOYMENT, AND ACCEPT SAME AS CONDITIONS OF MY EMPLOYMENT WITH COMPANY. |

I certify that all information contained in this application and any attachments is true and complete to the best of my knowledge. I understand that any willful misrepresentation, false statement, or omission by me in the application or interview process will be cause for rejection of my application or termination of my employment. I authorize investigation of all statements made on this application and any attachments, and I release all persons, companies, and organizations from liability for providing or receiving such information. I further understand that this employment application and other employment related documents are not contracts of employment; and, that any oral or written statements to the contrary are hereby expressly disavowed. A typed name is considered a signature.

This application, when completed and signed, becomes the property of the Company. Applications must be complete for consideration.

(Applicant's Printed Name)

(Date)

(Applicant's Signature)

Arrow Service Team started as a small carpet cleaning company in 1979. Over the years, we have grown to over 65 employees and have expanded our services to include fire & water damage restoration, mold removal, trauma, and emergency board-ups. We also continue to clean residential and commercial carpets and HVAC and ductwork. Core family values make Arrow Service Team grow year after year. We pride ourselves in being a local family-owned company. We have a fully trained in-house team of disaster restoration specialists, including water mitigation techs, fire restoration techs, finish carpenters, flooring installers, painters, and carpet and HVAC technicians. With a quality staff, it is easy to understand why we keep expanding our team and reach as the top restoration company in Bismarck-Mandan and surrounding communities. To learn more, please visit our website at www.arrowserVICETEAM.com.

Arrow Service Team is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Company to maintain a drug and alcohol-free workplace.

Please drop off application at: 2925 E. Broadway Ave., Bismarck, ND 58501 or scan and email application to hr@arrowserVICETEAM.com. Optional: Attach a current resume and/or cover letter.

To view current openings and to apply online, please visit www.arrowserVICETEAM.com/careers.