

# ATF Employment Application

Arrow Timber Framing  
PO Box 37  
Battle Ground, WA 98604



## TO ALL APPLICANTS

Thank you for your interest in a career at Arrow Timber Framing. We are happy you have chosen us as a prospective employer, and feel that you have made a good choice.

### **Careers Available at Arrow Timber Framing:**

We have multiple positions on staff, such as 3D Designer, Project Manager, Accountant, Office Manager, Marketing & Sales Manager, and field positions such as Shop Foreman, Artisan, Mechanic, and more. Though we may not be hiring for all of these positions, you are always welcome to apply for them.

The rate of pay is determined by industry standards, experience, education levels, and ability to produce. Yearly earnings range from \$30,000-\$150,000.

### **Application Process**

Our application process is lengthy and intensive for a reason. We want to hire the best qualified and motivated individuals who share our core values and share a desire for a successful and rewarding career at Arrow.

Please complete the entire application. You may attach a resume, but you must still complete all the questions or it will be considered incomplete. A cover letter explaining your desire to work for us, and why you would be the best match for the position is optional, but may increase your chances of getting the job.

Once you submit your application, we will contact you if you have been selected for an interview. Please do not call us! We will contact all applicants whose applications have been selected.

Submit your application by emailing it to [info@arrowtimber.com](mailto:info@arrowtimber.com), or mailing it to the address at the top of the page.

Thank you for applying! Bert Sarkkinen, Owner

<b>Personal Information</b>		Date:	DOB (MM/DD/YY)
		Last Name:	First Name: MI
Street Address:		City:	State & Zip:
Driver's License #	Home Phone:		Cell Phone:
Can you provide papers that show you are eligible to work in the United States? Yes No			Relevant Health conditions?
Do you use drugs, alcohol, or tobacco? If so, explain:			

## Applicant Information

Have you ever been terminated or asked to resign from any job? (Circle one) YES NO  
If so, please explain the circumstances on a separate piece of paper:

# Work Experience

Please begin with your current or most recent employer. Attach additional sheets if necessary. PLEASE NOTE: Arrow Timber reserves the right to contact all current and former employers for reference information.

Position Applied For:	Date Available for Work:
Type of Employment Desired: (circle one) Full Time Part Time Temporary: From _____ to _____	Desired Wage: \$

Job Title:	Start Date:	End Date:	May We Contact this employer?
Starting Hourly Wage/Salary	Ending Hourly Wage/Salary		Yes No  If no, explain on separate sheet
Supervisor Name:	Supervisor Title:	Supervisor Phone Number:	
Coworker Name:	Coworker Title	Coworker Phone Number	
Company Name and City, State:			
Nature of Work Performed and Job Responsibilities:			
Reason for Leaving:			

Job Title:	Start Date:	End Date:	May We Contact this employer?
Starting Hourly Wage/Salary	Ending Hourly Wage/Salary		Yes No If no, explain on separate sheet
Supervisor Name:	Supervisor Title:	Supervisor Phone Number:	
Coworker Name:	Coworker Title	Coworker Phone Number	
Company Name and City, State:			
Nature of Work Performed and Job Responsibilities:			
Reason for Leaving:			

Job Title:	Start Date:	End Date:	May We Contact this employer?
Starting Hourly Wage/Salary	Ending Hourly Wage/Salary		Yes No If no, explain on separate sheet
Supervisor Name:	Supervisor Title:	Supervisor Phone Number:	

Coworker Name:	Coworker Title	Coworker Phone Number
Company Name and City, State:		
Nature of Work Performed and Job Responsibilities:		
Reason for Leaving:		

## References

List two personal references who know you well enough to provide current information about yourself. Do not list relatives or former employers as personal references. These persons should be aware that they may be contacted by Arrow as part of the application process.

List two business/professional references who know you and your work habits well enough to provide current information about yourself. These persons should be aware that they may be contacted by Arrow as part of the application process.

Name:	Phone Number:	Years known:	Company Name, Title of Reference:
Name:	Phone Number:	Years known:	Company Name, Title of Reference:
Name:	Phone Number:	Years known:	Company Name, Title of Reference:

# Education

Name of School:	City/State	Did you Graduate?	If Yes, What was your GPA?	Degree received
Name of School:	City/State	Did you Graduate?	If Yes, What was your GPA?	Degree received
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List your last three career moves, and explain the rationale behind each decision.

List 3 of the most significant achievements in the specific field you are applying for (foreman, bookkeeper, designer, marketing, sales, framing artisan, etc.)

Why do you want to work for Arrow?

Do you have any scheduled events/obligations throughout the year? Also explain your current employment situation and how it would work to switch over to ATF \_\_\_\_\_

Is there anything else we should know about you?

Applicant Signature

Date

\_\_\_\_\_

\_\_\_\_\_

## List of helpful sources for more information to read during the application process and before your interview

1. Browse the Website until you know who we are and what we believe in:  
[www.arrowtimber.com](http://www.arrowtimber.com) Read and visit the following web pages:
  - a. <https://arrowtimber.com/knowledge-center/>
  - b. <https://arrowtimber.com/hybrid-timber-framing/>