



SHRA SECTION 3 JOB ORDER & REFERRAL FORM

This Form helps contractors and subcontractors hire Section 3 workers and achieve compliance with the Section 3 goals. It also serves to document requests, referrals and track placements of Section 3 workers. An added feature is the documentation of waivers where availability of Section 3 workers for a particular trade may be zero. This form guides compliance determinations at project end. The Form must be submitted to SHRA at section3@shra.org. Third party requests and/or informally on job sites will not count as a documented request. Please complete the Form as indicated below, date, sign and forward as appropriate. (Please verify receipt of referral form).

To be Completed by PRIME/SUBCONTRACTOR

Contractor or Subcontractor _____

Contact Name: _____

Telephone Number: _____ **E-Mail:** _____

Project Name: _____ **Project Number:** _____

Job Location: _____

Work Start Date: _____ **End Date:** _____ **Estimated # Work Hours** _____

Classification:	Skill Level	
1. Trade: _____	Journeyman _____	Apprentice _____
2. Trade: _____	Journeyman _____	Apprentice _____
3. Trade: _____	Journeyman _____	Apprentice _____

Experience Required for Classifications Listed Above:

1. Trade: _____

2. Trade: _____

3. Trade: _____

Selection Criteria: (please check one or more as needed)

Military Service **Union** **Driver's Lic** **Other**

Non-Union **CDL Class** _____

Signature

Date

Print Name

Title

SUBMIT THIS FORM TO:

SHRA Section 3
801 12th Street
Sacramento, CA 95814
Section3@shra.org

To be Completed by SHRA

A. SHRA is formally referring the following individuals:

Name: _____ Last 4 SS# _____
Address: _____
Phone: _____ email: _____
Skill/Trade & Level: _____

Name: _____ Last 4 SS# _____
Address: _____
Phone: _____ email: _____
Skill/Trade & Level: _____

Name: _____ Last 4 SS# _____
Address: _____
Phone: _____ email: _____
Skill/Trade & Level: _____

Name: _____ Last 4 SS# _____
Address: _____
Phone: _____ email: _____
Skill/Trade & Level: _____

Referrals ARE NOT available at this time.

Signature

Date

Print Name

Title