



# R. F. JORDAN

## & SONS CONSTRUCTION, INC.

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85 Water Street, Ellsworth, ME 04605

### Employment Application

Programs, services, and employment are equally available to everyone. Please inform us if you require reasonable accommodation for the application or interview. If you need additional space for any answer, there is additional area on the last page.

Date: \_\_\_\_\_ Position Applied For: \_\_\_\_\_

### Applicant Data:

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date available to start: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_ Salary Requirement: \_\_\_\_\_

If you are under 18 and we require a work permit, can you furnish one?      Yes      No

If no, Please Explain: \_\_\_\_\_

Have you ever worked for us?      Yes      No      If yes, When? \_\_\_\_\_

Are you legally allowed to work in the United States?      Yes      No

Type of employment desired:      Full-time      Part Time      Temporary      Seasonal

Have you ever pled "guilty," "no contest" or been convicted of a crime?      Yes      No

If yes, give dates and details: \_\_\_\_\_

Answering "yes" to these questions does not constitute an automatic rejection of employment. Date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be considered.

Driver's License number if applicable to position: \_\_\_\_\_ State: \_\_\_\_\_

Who referred you to us? \_\_\_\_\_

### Education:

High School: \_\_\_\_\_ Address: \_\_\_\_\_

# of Years Completed: \_\_\_\_\_ Did you graduate?      Yes      No

GPA: \_\_\_\_\_ Class Rank: \_\_\_\_\_

College / University: \_\_\_\_\_ Address: \_\_\_\_\_

# of Years Completed: \_\_\_\_\_ Did you graduate?      Yes      No      Degree: \_\_\_\_\_

Major: \_\_\_\_\_ GPA: \_\_\_\_\_ Class Rank: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_  
# of Years Completed: \_\_\_\_\_ Did you graduate? Yes No Degree: \_\_\_\_\_  
Major: \_\_\_\_\_ GPA: \_\_\_\_\_ Class Rank: \_\_\_\_\_

## References:

Please furnish the names, addresses and telephone numbers of two people to whom you are not related and by whom you have not been employed:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Summarize Your Special Skills or Qualifications:

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## Previous Employment: (begin with most recent position)

Dates of Employment From _____ To _____	Position Held: _____
Firm: _____	Address: _____
Phone: _____	Supervisor: _____ Title: _____
Responsibilities: _____ _____	
Starting Salary & Title: _____	Ending Salary & Title: _____
Reason for Leaving: _____	
May we contact this employer for a reference? Yes No	
Dates of Employment From _____ To _____	Position Held: _____
Firm: _____	Address: _____
Phone: _____	Supervisor: _____ Title: _____
Responsibilities: _____ _____	
Starting Salary & Title: _____	Ending Salary & Title: _____
Reason for Leaving: _____	
May we contact this employer for a reference? Yes No	
Dates of Employment From _____ To _____	Position Held: _____
Firm: _____	Address: _____
Phone: _____	Supervisor: _____ Title: _____
Responsibilities: _____ _____	

Starting Salary & Title: \_\_\_\_\_ Ending Salary & Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference?      Yes      No

## Additional Information:


*I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquires of my personal, employment, schools or persons from all liability when responding to inquiries in connection with my application.*

*In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge. By typing your name below and submitting this form to us we shall consider it execute.*

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

*Clicking the “**Submit Application Via Email**” Button should open your email program to send a message along with an attached .fdf file (your application). If, however, this does not happen, we appologize but you will need to print your application and mail it to us. Thank you for your interest in R.F. Jordan and Sons Construction, Inc.*