

Application for Employment

Equal Employment Opportunity Statement:

Employment decisions will be based on the principles of equal opportunity. All personnel actions (recruiting, hiring, training, promotion, compensation, etc.) are administered without regard to any characteristic protected by state, federal or local law, assuming said characteristic does not interfere with the performance of essential job functions. Reasonable accommodations will be made if needed. Please inform us of any necessary accommodations to the application process.

Applicant Name: First			Middle			Last		

Address			City			State		Zip	

Telephone Number				Social Security Number			
				- -			
Email				Driver's License Number & State			

Position(s) Applied For						Date of Application					

Salary Expected											

How did you learn about R. F. Jordan & Sons Construction, Inc.?											
<input type="checkbox"/> Advertisement—Specify:				<input type="checkbox"/> Employment Agency—Specify:							
<input type="checkbox"/> Employee Referral—Which employee?				<input type="checkbox"/> Other—Specify:							

On what date would you be available for work? _____

Have you applied for a position with us before? No Yes—Specify date:

Have you ever been employed with us before? No Yes—Specify date and position:

Are you currently employed? No Yes

Are you available to work: Full-time Part-time Temporary

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

NOTE: Proof of eligibility will be required within three working days of employment.

Are you 18 years of age or older? Yes No

Have you ever gone by a name other than the one listed above? No Yes—Please list:

EDUCATION

List the last 2 schools attended.

Name of School	Location

Years Completed	Degree/Major	G.P.A.

Diploma obtained? Yes No

Name of School	Location

Years Completed	Degree/Major	G.P.A.

Diploma obtained? Yes No

MILITARY SERVICE

Have you ever served in the U.S. military? Yes No

NOTE: If you answered "no" to the above question, please skip the rest of this section.

What was the length of your military service? years, months

What type of training and work experience did you receive while in the military?

EMPLOYMENT HISTORY

Employer	Supervisor

Address	Phone

Position Title and Duties

Starting Date	Ending Date	Starting Pay	Ending Pay

May we contact this employer? Yes No Later

Why did you leave this job?

Employer	Supervisor

Address	Phone

Position Title and Duties

Starting Date	Ending Date	Starting Pay	Ending Pay

May we contact this employer? Yes No Later

Why did you leave this job?

Employer	Supervisor

Address	Phone

Position Title and Duties

Starting Date	Ending Date	Starting Pay	Ending Pay

May we contact this employer? Yes No Later

Why did you leave this job?

REFERENCES

Name	Phone Number	Relation

ADDITIONAL INFORMATION

You may exclude information which would reveal sex, race, religion, national origin, age, color, disability, sexual orientation, or other protected status.

Licenses or Certifications

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Additional Information

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Why do you want to work for R. F. Jordan & Sons Construction, Inc.?

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APPLICANT'S STATEMENT

I certify that the information provided in this application is true, to the best of my knowledge.

I understand that providing false or misleading information at any time during the application and interview process may lead to refusal to hire or discharge from the Company. If I become employed by the Company, I agree to follow all rules and regulations of the Company as they develop and change.

I allow the Company to conduct investigations on me, my background and my performance, and am aware that such investigations will become a part of my employment record. With this, I authorize the Company to speak with my acquaintances, personal and professional, to gather information about me.

I authorize all former employers and references to provide any information about me to the Company, and release them of liabilities and damages of all kinds for providing this information. I authorize the Company to verify the accuracy of the information within this application. I also authorize the release of my educational transcripts to the Company for education verification purposes.

I release R. F. Jordan & Sons Construction, Inc. from liability for collecting information about me and using it to make employment decisions.

If I become employed by the Company, I understand that the employment relationship will be "at will," and that the "at will" status may not change at any time unless specifically approved by management of the Company.

I agree that if I become indebted to the Company, I will be responsible for repaying the total owed upon termination from the Company. If I do not repay the sum prior to my final paycheck being received, the money owed will be deducted from my pay.

This application for employment is valid for the next 90 days. I understand that if I wish to be considered for employment after this period of time, I must apply again.

Signature of Applicant

Date

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