



For Office Use Only	
Date Received:	
Received By:	

This Application form will be considered current for 60 days only. At the end of this period, if you are still interested in employment, it will be necessary for you to reapply by completing a new Application form. The employment relationship with employees is at-will and voluntary. This Application is not a contract of employment. Jordon Construction Company, LLC is an Equal Opportunity Employer. Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Home Phone: _____ Cell Phone: _____

Email Address: _____

Date Available: _____ Desired Salary per hour: \$ _____ Desired Salary per year: \$ _____

Position Applied for: _____

Days Available to Work (Check all that Apply)

Mornings:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Afternoons:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Evenings:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

YES NO	YES NO
Do you possess a valid driver's license?	Do you have reliable transportation?
Are you at least 18 years of age?	Are you authorized to work in the U.S.?

We reserve the right to conduct a thorough background check on all finalists. A conviction (anything for which you have been found guilty of or pled guilty of in a court of law or for which you entered a plea of no contest) will not necessarily disqualify you from employment. However, failure to reveal information about these matters below (excluding minor traffic violations) may disqualify you from employment.

Have you ever pled guilty or no contest to, or been convicted of, a misdemeanor or felony? YES NO

If yes, explain: _____

Education

Attach additional sheets, if necessary.

High School/ GED: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Business/Technical: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other qualifications such as special skills, abilities or honors that should be considered: _____

Types of computers, software, and other equipment you are qualified to operate or repair: _____

Professional licenses, certifications or registrations: _____

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email Address: _____

Previous Employment

Account for all periods up to ten (10) years, including and periods of unemployment, self-employment, school attendance, etc.; attach additional sheets if necessary; do NOT reference your resume.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers to the foregoing questions are true and accurate, without any consequential omissions of any kind whatsoever. I understand that if I am employed by Jordon Construction Company, LLC., any false, misleading or otherwise incorrect statements made on this Application form or any online applications or questionnaires or during any telephone or in-person interviews may be grounds for my immediate discharge.

I hereby authorize Jordon Construction Company, LLC to contact any company or individual it deems appropriate in order to investigate my employment history, education, character and qualification, and I give my full and complete consent to their revealing any and all information they wish, as a result of that investigation. In addition, I hereby waive my right to bring any cause of action against Jordon Construction Company, LLC, or these companies or individuals for defamation, invasion of privacy or any other reason, because of their statements.

I authorize Jordon Construction Company, LLC. to request any and all law enforcement agencies which have information about me to release any history, record, or information concerning me maintained by that agency, including but not limited to, the results of and reports concerning any investigations, any and all documentation, test results or information of any type obtained from any source during the course of such investigations.

I agree that, if I am employed, I will abide by all the policies, rules and regulations of Jordon Construction Company, LLC. I understand that the taking of drugs and alcohol tests, when given pursuant to policy, are a condition of employment or continued employment and refusal to take such tests, when asked, may be grounds for my immediate discharge.

I further acknowledge that no one in Jordon Construction Company, LLC is authorized to enter into any written or verbal employment contracts with me, for any definite period of time, without the expressed written consent from the President.

I ALSO UNDERSTAND THAT EMPLOYMENT AT JORDON CONSTRUCTION COMPANY, LLC IS "AT-WILL" AND MAY BE TERMINATED BY MYSELF OR BY JORDON CONSTRUCTION COMPANY, LLC AT ANY TIME FOR ANY REASON, OR NO REASON AT ALL, WITH OR WITHOUT NOTICE.

Print Name

Date

Signature