



R. F. JORDAN

& SONS

CONSTRUCTION, INC.

207.667.5236 • 800.557.5236

info@rfjordanandsons.com

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:

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.*