



123 S Broadway, Tecumseh, OK 74873

Phone: 405.598.2169 Fax: 405.598.2160 Email: jordancontractors@gmail.com

Application for Employment
Jordan Contractors, Inc.

Print Name: _____				
Last		First	MI	
Address: _____				
Street Address		City	State	Zip
Home Phone: (____) _____		Alternate Phone: (____) _____		

Position Applied For: _____	Position #: _____
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Are you licensed to drive?	Yes _____ No _____
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Have you ever been convicted of a felony?	Yes _____ No _____
If yes, please specify: (1) conviction, (2) date, (3) result: _____	

Have you ever been employed by Jordan Contractors, Inc?
Yes _____ No _____
If yes, please specify: (1) position, (2) office location, (3) dates of employment, (4) reason for termination:

*Jordan Contractors, Inc. is an Equal Opportunity Employer/Agency.
Upon request, this information will be made available in an alternate form.*

Employment Record
(List most recent position first.)

Month and Year	Name and Address of Employer	Position Title
From		
To		Full time? Yes____ No____
Describe your job duties and scope (indicate your responsibilities, size of operations, etc.):		
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<hr/>		
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Reason for leaving: _____ Supervisor's name: _____		

Month and Year	Name and Address of Employer	Position Title
From		
To		Full time? Yes____ No____
Describe your job duties and scope (indicate your responsibilities, size of operations, etc.):		
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Reason for leaving: _____ Supervisor's name: _____		

Month and Year	Name and Address of Employer	Position Title
From		
To		Full time? Yes____ No____
Describe your job duties and scope (indicate your responsibilities, size of operations, etc.):		
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Reason for leaving: _____ Supervisor's name: _____		

Education and Training

Have you obtained a high school diploma or GED?

Yes _____ No _____

List any post secondary school(s) (institutions, colleges, or universities, etc.) attended:

List degrees or certificates acquired:

Job Related Military Training

Special qualifications or skills: _____

Professional/Work References

Name	Address and Phone Number	Position
1.		
2.		
3.		

I hereby certify that my responses are true and complete. I understand that consideration for employment is conditional upon the results of reference checks. Jordan Contractors is hereby authorized to investigate my responses, to contact former employers and references, and to advise contacted persons that they may respond to questions. I am aware that should investigation at any time disclose any misrepresentation or falsification, my application will be rejected and I may be removed from the job after appointment.

I further understand that this application does NOT constitute an offer of employment and that such an offer is valid only if extended, in writing, by the Director or his/her designee.

Signature: _____

Date: _____