



# 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.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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:

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List degrees or certificates acquired:

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Job Related Military Training

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Memberships in professional organizations relevant to your ability to perform this job:

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Special qualifications or skills:

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### References

Name

Address and Phone Number

Relationship

1. 

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2. 

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3. 

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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: \_\_\_\_\_