

JORDAN MANUFACTURING CO., INC.
 1200 SOUTH SIXTH STREET
 MONTICELLO, IN 47960

APPLICATION FOR EMPLOYMENT

All applicants will be considered for employment without regards to race, religion, color, sex national origin, age, mental or veteran status, medical condition or handicap, or any other status protected by law. We are an Equal Opportunity Employer.

PERSONAL (Please Print)

Date _____

Name _____ Soc. Sec. # _____
 Last First Middle

Address _____
 Apt. No. Street City State ZIP

Telephone No. _____ Referred by: Our Advt. Emp. Agency Friend/Relative No One

Are you over 18 years of age? Yes No If NO, a work permit will be required.

Are you legally eligible for employment in the United States? _____ (If hired, verification will be required by law)

Position(s) applied for _____ Full time Part Time

If part time, check days/hours available: Mon. _____ to _____ Tues. _____ to _____ Wed. _____ to _____
 Thurs. _____ to _____ Fri. _____ to _____ Sat. _____ to _____ Sun. _____ to _____

Date you are available to start work: _____ / _____ / _____ Salary or Wages desired: \$ _____ Hr. Wk.

Have you ever worked for us before? _____ If yes, when: _____ Position _____

Indicate special qualifications or skills: _____

Education	Name & Location of School	Course of Study	Years Completed	Did you Graduate?
Elementary:				
High School:				
College		Major:		
		Degree:		
Other				

Are you employed at the present time? Yes No If hired, will you work overtime? Y Yes No

Have you ever been bonded in prior employment: _____ If Yes, list name(s) of employer(s): _____

Have you ever been convicted of a crime (excluding misdemeanors and traffic offenses)? _____ If yes, list convictions:
 (A conviction does not necessarily disqualify an applicant for the position being applied for.)

PRIOR EMPLOYMENT: (Start with most recent employer)

Employer	Phone	From	To
Address	City, State and Zip	Position	
Duties	Supervisor's Name		
Reason for leaving	Starting Salary Wages		
	Final Salary Wages		
Employer	Phone	From	To
Address	City, State and Zip	Position	
Duties	Supervisor's Name		
Reason for leaving	Starting Salary Wages		
	Final Salary Wages		
Employer	Phone	From	To
Address	City, State and Zip	Position	
Duties	Supervisor's Name		
Reason for leaving	Starting Salary Wages		
	Final Salary Wages		

MILITARY SERVICE

BRANCH OF SERVICE	FROM	TO	RANK & DUTIES	DATE DISCHARGED

PERSONAL REFERENCES

NAME	ADDRESS	YEARS KNOWN	TELEPHONE

The above information is true and complete to the best of my knowledge. Should I be employed by JMC, any misrepresentation or false statement contained herein may be considered cause for possible dismissal. JMC has my permission to obtain all necessary information from the references I have listed, or any other sources concerning my prior employment, personal history or credit standing and I release all parties from any possible damages resulting from discussing such information with or without prior written notice from me. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to JMC. I understand this application does not constitute an employment contract of any kind. Should I be employed by JMC, I may terminate employment at any time at my discretion with or without prior notice and JMC may terminate my employment at any time at their discretion with or without cause and with or without prior notice.

Date: _____

Signature of Applicant: _____

DO NOT WRITE BELOW THIS LINE

SUMMARY OF INTERVIEW: _____			
Accepted for employment:	Yes	No	Position: _____
Starting Rate \$ _____ per	Hour	Week	Scheduled to start work: _____ / _____ / _____
Interviewed by: _____	Date: _____		
Approved by: _____	Date: _____		