

# THE JORDAN'S GROUP

*"An Equal Opportunity Employer"*

4275 Creek Park Dr., Suite 100

Suwanee, GA 30024

770-888-4420

770-888-6267 Fax

## EMPLOYMENT APPLICATION

Applications are considered without regard to race, color, religion, sex, natural origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

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### PERSONAL INFORMATION:

Today's Date: \_\_\_\_\_ Start Date: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Full Time:  Part Time:  Temporary:

Are you 18 or older? \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_

Have you ever been convicted of a felony within the last 5 years? \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

### DESIRED EMPLOYMENT:

Position: \_\_\_\_\_ Start Date: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so, may we contact your present employer? \_\_\_\_\_

Ever applied to this company before? \_\_\_\_\_ Ever worked for this company? \_\_\_\_\_

Reason for leaving your last job: \_\_\_\_\_

Who referred you to The Jordan's Group? \_\_\_\_\_

### EDUCATION:

Schools / Colleges Attended:	No. Years	Graduate?
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### GENERAL:

Special Training: \_\_\_\_\_

Special Skills: \_\_\_\_\_

**WORK EXPERIENCE:**

Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Describe Duties/Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To: \_\_\_\_\_

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Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Describe Duties/Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To: \_\_\_\_\_

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Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Describe Duties/Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To: \_\_\_\_\_

**REFERENCES:** Please provide 3 individual or company names and addresses and phone numbers.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I CERTIFY that the above answers are true and complete to the best of my knowledge. I authorize Jordan's Consultants, Inc. to investigate any statement contained in this application. I understand that this application is not and is not intended to be any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in my application or interview may result in immediate termination. I also understand that I am required to abide by all rules, regulations and policies of Jordan's Consultants, Inc.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**For Company Use Only:**

Arrange interview: YES \_\_\_\_\_ NO \_\_\_\_\_ Date: \_\_\_\_\_

Place: \_\_\_\_\_

Remarks:

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

Approved: YES \_\_\_\_\_ NO \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

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