



Jordan Air, Inc.
1320 Greensboro Hwy
P.O. Box 1649
Watkinsville, GA 30677
Phone: (706) 769-0661
Fax: (706) 769-0651

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION:

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone #: (____) _____ Cell Phone # (____) _____

Email Address: _____

EMPLOYMENT DESIRED:

Position: _____

Salary/Hourly Rate desired: _____

How did you hear about us? _____

Are you able to perform the essential functions of the position for which you are applying, with or without a reasonable accommodation?

YES [] NO []

If no, please explain. (If you have any question as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question)

Are you legally eligible to be employed in the United States? YES [] NO []

(Proof of identity and eligibility will be required upon employment)

Are you over the age of 18 years? YES [] NO []

(If no, you may be required to provide authorization to work.)

Date you would be available to begin work? _____

Have you ever worked for this Company before? YES [] NO []

If yes, when and where? _____ Date(s) _____

Job Title: _____

Do you have any relatives or friends who work for the Company?

YES [] NO [] If yes, who and where do they work? _____

Are you available to work: (Please check all that apply)

DAYS [] **NIGHTS** [] **WEEKENDS** [] **FULL TIME** [] **PART TIME** []

Days and Hours Available: (If employed, notification must be provided in writing should availability change.)

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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From:

To:

Are you presently employed? YES [] NO []

If yes, may we contact your employer? YES [] NO []

If presently employed, why are you considering leaving? _____

EDUCATION:	Name and Location of School	Course of Study	No. of Years Completed	Diploma or Degree Received
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High School

College

Vocational/Trade

Do you belong to any professional, trade, business or civic organizations that deal with the position for which you are applying? YES [] NO []

If yes, please explain and list offices held: (Omit any organization which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.) _____

EMPLOYMENT HISTORY: Use an additional sheet of paper if more space is necessary.

Phone Number

Name of Employer

Full Address (Including Street, City, State & Zip)

Supervisor's
Name/Title

Dates Employed
Month/Day/Year

From

To

Describe the Work Performed

Name of Employer

Phone Number

Full Address (Including Street, City, State & Zip)

Supervisor's
Name/Title

Dates Employed

From Month/Day/Year

To Month/Day/Year

Describe the Work Performed

Name of Employer

Phone Number

Full Address (Including Street, City, State & Zip)

Supervisor's
Name/Title

Dates Employed
Month/Day/Year

From

To

Describe the Work Performed

PERSONAL REFERENCES: Give three references (not relatives or employers)

Name

Occupation

Full Address (Including Street, City, State & Zip)

Telephone Number

Name

Occupation

Full Address (Including Street, City, State & Zip)

Telephone Number

Name

Occupation

Full Address (Including Street, City, State & Zip)

Telephone Number

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

IMPORTANT, PLEASE READ AND SIGN

I understand that failure to reveal any prior employer or giving false or misleading information by me on any part of this Application for Employment can result in disqualification for employment consideration or, if hired, may be grounds for termination from the company or its' subsidiaries. I understand that if I am hired, my employment is for no definite time and may be terminated at any time without prior notice.

Reference Checking Consent and Authorization Form Disclosure -

I have applied for employment with Jordan Air Inc. and have provided information about my previous employment. I authorize Jordan Air Inc. to conduct a reference check with my present and/or previous employer(s). I understand that reference information may include, but not be limited to, verbal and written inquiries or information about my employment performance, professional demeanor, rehire potential, dates of employment, salary and employment history.

My signature below authorizes my former or current employers and references to release information regarding my employment record with their organizations and to provide any additional information that may be necessary for my application for employment with Jordan Air Inc., whether the information is positive or negative. I knowingly and voluntarily release all former and current employers, references, and Jordan Air Inc. from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with Jordan Air Inc.

Name: _____

(please print)

Signature: _____

Date: _____

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE.

Do not write below this line

RESULTS

Employed: YES [] NO []

If Yes, Job Title: _____ Department _____

Date beginning Employment _____ Compensation \$ _____ per _____

Interviewed by: _____ Date: _____