



# C&C MILLWRIGHT MAINTENANCE INC.

GENERAL CONTRACTORS  
PO Box 970 - Greeneville, TN 37744-0970  
Phone: (423) 639-0131 - Fax: (423) 639-8757

## Employment Application

Please use only black or blue ink

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Are you legally authorized to work in the United States? YES NO   Are you able, at time of employment, to submit verification of your legal right to work in the U.S.? YES NO

**\*\*Verification and completion of Form I-9 must be submitted no later than three (3) business days after date of hire.**

Are you age 18 or older?  YES  NO (Note: If no, you may be required to furnish proof of exemption of partial waiver as detailed by your State Child Labor Law)

Will you work overtime if asked?  YES  NO Are you able to travel for the job?  YES  NO

Please list any relatives or friends who are employed at this company and their relationship to you:

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

Have you ever worked for this company? YES NO   If yes, when? \_\_\_\_\_

Have you pled guilty to, pled no contest to, or been convicted of a felony within the last ten years? YES NO   (An affirmative answer will not necessarily be a bar to employment)

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO   Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO   Diploma: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO   Degree: \_\_\_\_\_

### Additional Skills and Qualifications

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:

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

## References

Please list three **professional** references. (Do not list friends or relatives)

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  YES  NO

## Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

Are you now a member of: National Guard  YES  NO Reserve  YES  NO Other (Please list) \_\_\_\_\_  YES  NO

## Disclaimer and Signature

The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history through any investigative agencies or bureaus of your choice.

In making this application for employment, I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written request within a reasonable time period to receive additional, detailed information about the nature and scope of any such investigative report that is made. I understand that C&C Millwright has the policy of "Employment at Will". The company and/or the employee may terminate employment at any time, for any reason, with or without notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Last 4#'s of SSN \_\_\_\_\_

## Application Acknowledgement

All applicants applying to C&C Millwright are requested to complete this document as part of the application process in order to be called for an interview.

This information will be kept confidential, but is necessary to inform all applicants of potential screening processes that may be required to work with this organization.

1. I acknowledge that C&C Millwright requires pre-hire, "fit for duty," assessments to ensure that I am safe to perform various tasks without placing myself in danger, and includes substance abuse testing, as they are part of the TN Drug Free Workplace initiative. C&C Millwright will pay for all testing and will treat all results as "CONFIDENTIAL."
2. I acknowledge that C&C Millwright performs work within the Greene County school system, and I authorize C&C Millwright to conduct a criminal history check as required by Tenn. Code Ann. §§ 37-5-511 and 49-5-413.
3. I acknowledge that once hired, I will be required at times to travel for the project to which I am assigned, and that I have no legal or other restrictions that will prevent me from doing so. I also acknowledge that C&C Millwright will provide for lodging and a form of travel pay which may include a meal allowance.
4. I acknowledge that the State of Tennessee is an "Employment at Will," state, and that I or C&C Millwright may end my employment for any reason or no reason at all.
5. I acknowledge that I am required to notify C&C of any changes that occur after my application has been accepted and an offer of employment has been made. Changes that must be reported include: current address, telephone number, domestic changes as they relate to my benefits program for family members, ability to drive or operate equipment (licensing or other conditions), medical conditions that may make it unsafe for me to operate in some settings (to be determined by physician or licensed medical professional)
6. I acknowledge that I will work in various locations on behalf of C&C Millwright and will be required to follow that facility or client's safety program(s) which may be more stringent than those imposed by C&C.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Last 4#'s of SSN \_\_\_\_\_

***C&C Millwright is an Equal Employment Opportunity Employer and participates in E-Verify and observes the guidelines as a Tennessee Drug Free Workplace employer. Applicants will be required to submit to pre-employment physical and substance abuse testing at a laboratory chosen by C&C Millwright. It is our policy to provide opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age national origin, ancestry, physical or mental handicap, or veteran's status.***