

C. M. Mitchell Construction Co. Inc.

2256 Highway 172

Sneads Ferry, North Carolina 28460

Phone: (910) 327-2907

Fax: (910) 327-3664

APPLICATION FOR EMPLOYMENT

Thank you for your interest in employment with C. M. Mitchell Construction, Inc. In compliance with federal and state laws, qualified applicants are considered for positions without regard to race, religion, gender, nationality, ethnicity, age, marital or veteran status, the presence of a non-job related medical condition or disability, or any other legally protected status. C. M. Mitchell Construction is a DRUG-FREE WORK PLACE.

ALL NEW HIRES MUST PROVIDE A COPY OF A VALID ID AND SOCIAL SECURITY CARD

Position Applied for:	Date Available:	Application Date:
Full Legal Name:		
Last	First	Middle
Address:		
Street	City	State Zip
Phone (Home):	Social Security Number:	
Phone (Work):	Date of Birth: / /	
May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you prefer <input type="checkbox"/> full-time <input type="checkbox"/> part-time employment?	
Have you filed an application and/or been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No Date:		
Have you ever been employed or attended school under another name? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, name(s):		
Are you able to be lawfully employed in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you related to anyone currently employed by C.M. Mitchell Construction or T's Café? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, name(s):		
(Having relatives employed at C.M. Mitchell Construction Company, Inc. will neither enhance nor diminish employment opportunities)		
Have you ever been convicted of a felony or are charges (other than minor traffic violations) now pending against you? ** <input type="checkbox"/> Yes <input type="checkbox"/> No		
** Criminal convictions or charges will be considered only in relation to the job(s) for which you apply. A conviction or pending criminal charges may or may not disqualify you.		
Would there be restrictions on travel if a job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, explain:		
Are you a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	Branch of Service:	
Military Job Title:	Highest Rank:	

EDUCATION	Name and Address of School:	Years Completed:	Diploma/Degree Received:	Describe Course of Study:
High School:				
College/University:				
Graduate/Professional:				
Describe Specialized Training, Apprenticeships, and Extracurricular activities:				

SKILLS

<p>SPECIALIZED SKILLS (check all that apply) List PC languages, systems and software with which you have a working knowledge:</p>	<input type="checkbox"/> Word Processing <input type="checkbox"/> Database <input type="checkbox"/> Spreadsheet <input type="checkbox"/> PC/IBM <input type="checkbox"/> Macintosh <input type="checkbox"/> Typing _____wpm <input type="checkbox"/> Ten Key by touch <input type="checkbox"/> Switchboard <input type="checkbox"/> Transcription <input type="checkbox"/> Desktop Publishing
Other Specialized Skills:	
List Trade or Professional Organizations memberships and/or licenses: (Exclude memberships which would reveal gender, religion, national origin, age, ancestry, or other protected status)	

REFERENCES (Prior employers or professional contacts. No family or friends, please.)

1.	Name: _____ Address: _____	Occupation: _____ Phone: ()
2.	Name: _____ Address: _____	Occupation: _____ Phone: ()
3.	Name: _____ Address: _____	Occupation: _____ Phone: ()

EMPLOYMENT HISTORY

Please give accurate and complete full- and part-time employment record. Start with present or most recent employer

Employer:	Telephone:	Dates (month/year)	
		From:	To:
Address:			
Job Title:		Salary	
Supervisor:		Starting:	Final:
Reason for Leaving:		\$ Per	\$ Per
Describe Duties and Responsibilities:			
Employer:	Telephone:	Dates (month/year)	
		From:	To:
Address:			
Job Title:		Salary	
Supervisor:		Starting:	Final:
Reason for Leaving:		\$ Per	\$ Per
Describe Duties and Responsibilities:			
Employer:	Telephone:	Dates (month/year)	
		From:	To:
Address:			
Job Title:		Salary	
Supervisor:		Starting:	Final:
Reason for Leaving:		\$ Per	\$ Per
Describe Duties and Responsibilities:			
Employer:	Telephone:	Dates (month/year)	
		From:	To:
Address:			
Job Title:		Salary	
Supervisor:		Starting:	Final:
Reason for Leaving:		\$ Per	\$ Per
Describe Duties and Responsibilities:			
Employer:	Telephone:	Dates (month/year)	
		From:	To:
Address:			
Job Title:		Salary	
Supervisor:		Starting:	Final:
Reason for Leaving:		\$ Per	\$ Per
Describe Duties and Responsibilities:			

AGREEMENT

(Please read the following statements and sign below)

I certify that answers given herein are true and complete to the best of my knowledge. I understand that the absence of my signature on the application may disqualify me from consideration.

I authorize C. M. Mitchell Construction Co. Inc. to make such investigations and inquiries of my personal, employment, financial, driving, or criminal history and other matters related to verifying information on this application as may be necessary in arriving at an employment decision. I hereby release C. M. Mitchell Construction Co. Inc., employers, schools, or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand and agree that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of C. M. Mitchell Construction Co. Inc.

C. M. Mitchell Construction Co. Inc. maintains the right to conduct medical and drug testing of individuals to whom employment offers have been made and to make any employment offers contingent upon satisfactory results of such tests.

Date

Signature

Our selection process is designed to provide an equal employment opportunity for all and begins with the accurate completion, in its entirety, of this application. Further contact by C. M. Mitchell Construction Co. Inc. will be based on your application. Therefore, you should accurately complete the application in its entirety and return it for consideration. Failure to complete any part of the application may disqualify you from consideration for a position.