



LBM Industries • Toxaway Concrete • McNeely Trucking • McNeely's Store & Rental • Nantahala Talc & Limestone • High Country Auto Parts  
PO Box 40 Sapphire, NC 28774 • Phone: (828) 966-4270 • [www.McNeelyCompanies.com](http://www.McNeelyCompanies.com)

# Application for Employment

## For Applicant Use

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex (including pregnancy, sexual orientation and gender identity), national origin, age, marital status, veteran status, disability, genetic information, or any other protected group status.

## Please Submit Resume with Application

Email for submission or questions: [hiring@mcneelyco.com](mailto: hiring@mcneelyco.com)

Name: \_\_\_\_\_ Date of Application: \_\_\_ / \_\_\_ / \_\_\_  
Last First Middle

Position(s) Applying for: \_\_\_\_\_

Expected Rate of Pay: \_\_\_\_\_

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

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

<b>For Interviewing Manager &amp; HR Use Only</b>	
Company or Store #: _____	
Job Title: _____	Full/Part Time: _____
Date Interviewed: ___ / ___ / ___	
Signature of Interviewing Manager: _____	
Date Employed: ___ / ___ / ___	
Signature of HR Representative: _____	

**To be Read and Signed by Applicant**

I authorize McNeely Companies to make such investigations of my personal, employment, financial, or medical history and other related matters as may be necessary in arriving at an employment decision. Generally, inquiries regarding medical history will be made only if and after a conditional offer of employment has been extended. However, McNeely Companies may make pre-employment inquiries into the ability of the applicant to perform job-related functions<sup>1</sup>. I hereby release former and present employers, schools, health care providers, professional and personal references, and other persons from all liability for any damages that may result from responding to inquiries and releasing information in connection with my application.

I certify that the information given by me on this application and during the interview process is and will be true and complete in all respects. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that, in the event of employment, I am required to abide by all rules and regulations of the entity(s) of McNeely Companies for which I will be working (LBM Industries, Toxaway Concrete, McNeely Trucking, McNeely’s Store & Rental, Nantahala Talc & Limestone, High Country Auto Parts).

I understand that this application and any other McNeely Companies documents are not promises of employment. Should I be employed, I understand that I will be employed “at-will”, meaning that I can terminate my employment at any time with or without cause and with or without advance notice and that McNeely Companies has a similar right. I understand that no manager, representative, or agent of McNeely Companies has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, except that the President may do so in writing.

I understand that information I provide regarding current and/or previous employers may be used in coming to an employment decision, and those employer(s) will be contacted, for the purpose of investigating my safety performance history. I understand I have the right to:

- Request and review information provided by previous employers,
- Have previous employers correct any errors in the information they provide and for those previous employers to re-send the corrected information to the prospective employer, and
- Have a rebuttal statement attached to the alleged erroneous information if the previous employer(s) and I cannot agree on the accuracy of the information.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

## Background Information

List your 2 most recent addresses of residency.

Current Address:

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Street	City	State	Zip Code
From: ___ / ___ MM/YYYY			

Mailing Address same as current address?  Yes  No

If no, Mailing Address:

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Street	City	State	Zip Code
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Next Most Previous Address:

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Street	City	State	Zip Code
From: ___ / ___ MM/YYYY	To: ___ / ___ MM/YYYY		

- Have you ever worked for McNeely Companies before?

Yes  No

Where? \_\_\_\_\_

From: \_\_\_ / \_\_\_  
MM/YYYY

To: \_\_\_ / \_\_\_  
MM/YYYY

Position: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

- How did you hear about us? \_\_\_\_\_ Phone Number (if applicable): \_\_\_\_\_

- Do you have the legal right to work in the United States?  Yes  No

- Prior to conducting a background check investigation, McNeely Companies will provide you with a release form that complies with the Fair Credit Reporting Act and any applicable State law. When responding to the following question, you should not disclose any arrests or convictions that were sealed or expunged:

- Have you ever been convicted of or pleaded no contest or had adjudication in connection with a misdemeanor and/or felony within the last 10 years<sup>2</sup>?  Yes  No

If so, please explain: \_\_\_\_\_

## Employment History, Professional References, & Personal References

All applicants must provide 2-3\* references from previous employers and 2-3 personal references.

\*If you don't have 2-3 previous employers, list as many as possible and write "N/A" for all others.

NOTE: List employers starting with your most recent/current employer. If you've had more employers than listed here, there is extra space at the end of the application but insert additional sheets if necessary.

### Previous Employment

Company 1:	_____	Supervisor:	_____
Address:	_____	Phone:	_____
Job title:	_____	Rate of Pay:	_____
Responsibilities:	_____		
Reason for Leaving:	_____		
May we contact your current/previous supervisor for a reference?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Company 2:	_____	Supervisor:	_____
Address:	_____	Phone:	_____
Job title:	_____	Rate of Pay:	_____
Responsibilities:	_____		
Reason for Leaving:	_____		
May we contact your current/previous supervisor for a reference?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

<p>Company 3: _____</p> <p>Address: _____</p> <p>Job title: _____</p> <p>Responsibilities: _____</p> <p>Reason for Leaving: _____</p>	<p>Supervisor: _____</p> <p>Phone: _____</p> <p>Rate of Pay: _____</p> <p>From (M/Y): _____ To: _____</p>
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May we contact your current/previous supervisor for a reference? Yes  No

Are you currently employed?  Yes  No If not, How long since last employment? \_\_\_\_\_

If you have been unemployed for more than 2 weeks in the last 5 years, please explain why.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Personal References:**

Full name:	_____	Relationship:	_____
Phone:	_____	Email:	_____
Full name:	_____	Relationship:	_____
Phone:	_____	Email:	_____
Full name:	_____	Relationship:	_____
Phone:	_____	Email:	_____

**Education**

High School Attended: \_\_\_\_\_ Location: \_\_\_\_\_  
Graduated?  Yes  No Years (From/To): \_\_\_\_\_

College Attended: \_\_\_\_\_ Location: \_\_\_\_\_  
Circle One: Technical/Trade 2-year 4-year  
Graduated?  Yes  No Years (From/To): \_\_\_\_\_  
Degree Obtained: \_\_\_\_\_

College Attended: \_\_\_\_\_ Location: \_\_\_\_\_  
Circle One: Technical/Trade 2-year 4-year  
Graduated?  Yes  No Years (From/To): \_\_\_\_\_  
Degree Obtained: \_\_\_\_\_

If you did not graduate from the last school you attended, please indicate the highest year you completed:

Last School Attended: \_\_\_\_\_ Level/Year of Completion: \_\_\_\_\_

**Experience, Certifications, & Qualifications – Not Listed on Resume.**

List any other experience that may help you in your work for this company.

\_\_\_\_\_

List any courses, training, or certifications obtained, but not previously shown on resume or application.

\_\_\_\_\_

List special equipment or technical materials you can use other than those already shown.

\_\_\_\_\_

**To be Read and Signed by Applicant**

This certifies that this application was completed by me, and that all entries on it and information in it are true and correct.

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

Date: \_\_\_ / \_\_\_ / \_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

<sup>1</sup>See 42 U.S.C. § 12112(d)(2)(B).

<sup>2</sup>If “yes”, please explain fully (including dates) on a separate sheet of paper and attach to application. Answering “yes” to this question does not constitute an automatic bar to employment. All circumstances will be considered, including the nature of the crime, its seriousness, the substantial relation of the position’s functions and qualifications, the number of occurrences, the applicant’s age at the time of the crime, the time elapsed since the crime, the applicant’s entire work/education history, employment references and recommendations, and the business necessity of any exclusion when required by law.

**Extra Previous Employment**

Company 4:	_____	Supervisor:	_____
Address:	_____	Phone:	_____
Job title:	_____	Rate of Pay:	_____
Responsibilities:	_____		
Reason for Leaving:	_____		

May we contact your current/previous supervisor for a reference? Yes  No

Company 5:	_____	Supervisor:	_____
Address:	_____	Phone:	_____
Job title:	_____	Rate of Pay:	_____
Responsibilities:	_____		
Reason for Leaving:	_____		

May we contact your current/previous supervisor for a reference? Yes  No

Company 6:	_____	Supervisor:	_____
Address:	_____	Phone:	_____
Job title:	_____	Rate of Pay:	_____
Responsibilities:	_____		
Reason for Leaving:	_____		

May we contact your current/previous supervisor for a reference? Yes  No