

# BUSSELL & SONS, LLC.

## EMPLOYMENT APPLICATION

Thank you for your interest in employment with Bussell & Sons, LLC. Please provide complete and accurate information that can be used to assess your qualification for the specific job for which you apply. Your skills, abilities, and experience will be considered in a non-discriminatory manner. The information you provide is regarded as confidential and the property of Bussell & Sons, LLC.

Name \_\_\_\_\_  
Last First Middle

Soc. Sec. Number \_\_\_\_\_

Preferred name \_\_\_\_\_  
(if different from given name)

Other last name \_\_\_\_\_  
(previously used)

Address \_\_\_\_\_

Telephone # (\_\_\_\_\_) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Alternate # (\_\_\_\_\_) \_\_\_\_\_

Position desired \_\_\_\_\_ Salary Expected \$ \_\_\_\_\_

Date available to work \_\_\_\_\_ Hours available to work \_\_\_\_\_

What is your availability to work overtime? \_\_\_\_\_

How were you referred? \_\_\_\_\_ Have you previously worked for or applied for a position with Bussell and Sons, LLC.? \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

Are you legally authorized to work in the U.S.? \_\_\_\_\_ (All persons employed by Bussell and Sons, LLC. must provide, within 3 days of starting work, acceptable documents required by Law.)

If you are under the age of 18, what is your date of birth? \_\_\_\_\_

Have you ever been convicted, pled guilty or received deferred adjudication or a suspended sentence for a felony? \_\_\_\_\_ If yes, please give date(s) and explanation. (A Conviction record will not necessarily disqualify an applicant from employment. All circumstances, including fates of conviction and types of offense, will be considered) \_\_\_\_\_

List three persons, preferably past or present supervisors or managers, who can provide a professional reference for you. Do not list friends or relatives.

Name	Position	Company	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If presently employed, may we contact your current employers for a reference? \_\_\_\_\_

If yes whom? \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_

In compliance with Federal and State Equal Opportunity laws, qualified applicants are considered for job openings without regard to race, color, religion, sex, national origin, age, veteran status, marital status, disability or any other category by applicable state or local law.

Do you have a valid drivers license? \_\_\_\_\_ Driver's license number \_\_\_\_\_ State \_\_\_\_\_

Have you been convicted of a DWI or DUI? \_\_\_\_\_ If yes, please note date. \_\_\_\_\_

Has your license ever been suspended? \_\_\_\_\_ If yes please note date and reason \_\_\_\_\_

List all educational, vocational, business schools, military training or other training, skills, licenses or certifications that may help in assessing your qualifications for the position for which you have applied.

#### Education

School/ Location	Major Course(s)	No. of Years	Degree
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_____	_____	_____	_____
_____	_____	_____	_____

Military Training: \_\_\_\_\_

Skills: (If you are applying for an office position)

\_\_\_ Typing      \_\_\_ WPM      Computer Programs / Language/ Hardware:

\_\_\_ Data Entry    \_\_\_ Basic \_\_\_ Intermediate \_\_\_ Advance \_\_\_\_\_

\_\_\_ MS Word      \_\_\_ Basic \_\_\_ Intermediate \_\_\_ Advance \_\_\_\_\_

\_\_\_ Excel        \_\_\_ Basic \_\_\_ Intermediate \_\_\_ Advance \_\_\_\_\_

List other applicable office skills \_\_\_\_\_

List equipment that you can operate \_\_\_\_\_

List any foreign language(s) you can speak that may be helpful in performing the position for which you have applied \_\_\_\_\_

Other Skills, Training, Professional Licenses or Certifications:

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

Has an employer ever terminated you? \_\_\_\_\_ If yes, please state Company and explain circumstances:

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

If unemployed for any period, please list dates and explanation.

Mo./Yr.- Mo. / Yr. Explanation

Mo./Yr.- Mo. / Yr. Explanation

List your present or most recent positions first and include at least your past 8 years of employment, if applicable.

**Complete this section even if you have provided a resume.**

Company Name	Phone (      )	From Mo. & Yr.	To      Mo. & Yr.	Beginning job title _____
City	State	Salary		Ending job title _____
Supervisor	Title	Starting	Final	Reason for leaving _____
				_____
				Major Responsibilites : _____

Company Name	Phone (      )	From Mo. & Yr.	To      Mo. & Yr.	Beginning job title _____
City	State	Salary		Ending job title _____
Supervisor	Title	Starting	Final	Reason for leaving _____
				_____
				Major Responsibilites : _____

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Company Name	Phone (      )	From Mo. & Yr.	To Mo. & Yr.	Beginning job title _____
City	State			Ending job title _____
Supervisor	Title	Salary		Reason for leaving _____
		Starting	Final	_____
				Major Responsibilities : _____

*I understand that employment with Bussell and Sons, LLC. or its affiliates (the Company) is "at will" and can be terminated with or without cause or reason and at any time at the option of either the company or myself. I understand that no manager or representative of the Company has authority to enter into any verbal agreement concerning conditions of employment, such as duration of employment, compensation, or benefits.*

*I certify that information I have provided on this application is true and correct without omissions of any kind. I understand that falsification or omission discovered at any date, whether intentional or not, will be grounds for denial of employment or termination at company discretion.*

*I authorize former employers, associates, education institutions and references names herein to provide any and all information regarding employment qualifications such as prior employment, education, certifications and licenses, driving records and criminal conviction history. If employed, I consent to random driving record checks throughout employment. I will not hold Bussell and Sons, LLC. or any of its representatives or agents, or any parties furnishing information or records, liable for participating in reference or background checks.*

*I understand and agree that an offer of employment or continued employment following acquisition is contingent upon a successful background check and pre-employment drug screen.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

BUSSELL & SONS, LLC.

#### ADDITIONAL DISCLOSURES & AUTHORIZATIONS

#### IDENTIFICATION INFORMATION FOR CONSUMER REPORTING AGENCY:

PLEASE PRINT CLEARLY IN BLACK INK. PLEASE VERIFY THAT ALL INFORMATION IS CORRECT!

Applicant First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

\*Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ \*Date of Birth: \_\_ / \_\_ / \_\_ Driver License: \_\_\_\_\_ State: \_\_\_\_

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

\*This information is requested for background screening purposes only and not for consideration in making employment decisions.

#### PREVIOUS RESIDENCES (Starting with current)

Address: \_\_\_\_\_ How long? \_\_\_\_\_  
STREET APT CITY STATE ZIP

Address: \_\_\_\_\_ How long? \_\_\_\_\_  
STREET APT CITY STATE ZIP

Address: \_\_\_\_\_ How long? \_\_\_\_\_  
STREET APT CITY STATE ZIP

**FOR OFFICE USE ONLY**  
**COMPLETE ONLY UPON HIRE AND FORWARD IMMEDIATELY TO**  
**HUMAN RESOURCES**

Position \_\_\_\_\_ Start Date \_\_\_\_\_

Dept/ Location \_\_\_\_\_ Supervisor \_\_\_\_\_

Salary \$ \_\_\_\_\_ Hourly \_\_\_\_\_ Annually \_\_\_\_\_ Exp. Co./Acctg. Unit \_\_\_\_\_

Activity Code/Exp. Acct./Acct. Category \_\_\_\_\_

Exempt \_\_\_\_\_ Hourly Non – Exempt (overtime eligibility) \_\_\_\_\_

Regular \_\_\_\_\_ Temporary \_\_\_\_\_ / Approximate Period \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ / Hours per Week \_\_\_\_\_

**AUTHORIZATIONS:**

Supervisor \_\_\_\_\_

Manager \_\_\_\_\_

Officer \_\_\_\_\_

BENEFIT PACKET HAS BEEN PROVIDED \_\_\_\_\_ YES \_\_\_\_\_ NO

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Applicant First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_  
\*Social Security Number: \_\_\_\_\_ \*Date of Birth: \_\_\_\_\_ Driver License: \_\_\_\_\_ State \_\_\_\_\_  
Email Address: \_\_\_\_\_

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#### PREVIOUS RESIDENCES (Starting with current)

Address: \_\_\_\_\_ How long? \_\_\_\_\_  
STREET APT CITY STATE ZIP  
Address: \_\_\_\_\_ How long? \_\_\_\_\_  
STREET APT CITY STATE ZIP  
Address: \_\_\_\_\_ How long? \_\_\_\_\_  
STREET APT CITY STATE ZIP

### ADDITIONAL DISCLOSURES:

•A summary of your rights under the Fair Credit Reporting Act, as well as certain state-specific notices, is being separately provided to you.

•Information regarding Liberty Screening Services, Ltd.'s ("Liberty") privacy policies and practices can be found at <http://www.libertyscreening.com/privacy.htm>.

•Additional state law notices are set forth in this document below with regard to Massachusetts, Minnesota, New Jersey, New York, Oklahoma and Washington.

•If BUSSELL + SONS, LLC (the "Company") hires you or contracts for your services, the Company may obtain additional consumer reports and investigative consumer reports about you without asking for your authorization again, throughout your employment or your contract period, as allowed by law.

•The Company may request an investigative consumer report about you from Liberty, a consumer reporting agency, in connection with your employment, or application for employment, or engagement for services (including independent contractor or volunteer assignments, as applicable). An "investigative consumer report" is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews), the most common form of which is checking personal or professional references through personal interviews with sources such as your former employers and associates, and other information sources. The investigative consumer report may contain information concerning your character, general reputation, personal characteristics, mode of living, or credit standing. You may request more information about the nature and scope of an investigative consumer report, if any, by contacting the Company.



## **AUTHORIZATIONS:**

I confirm and acknowledge by my signature below that I have received, read and fully understand the other documents provided to me by the Company entitled **"Disclosure to & Authorization by Consumer"** and **"Summary of Rights Under the Fair Credit Reporting Act."**

I also confirm and acknowledge by my signature below that I have received, read and fully understand the document entitled **"Article 23-A of New York Correction Law"** and the document entitled **"Notice Regarding Background Investigation Pursuant to California Law,"** if applicable. I further acknowledge that I have received additional state law notices that I have reviewed, read and fully understand.

By my signature below, I authorize the preparation of background reports about me, including background reports that are "investigative consumer reports" by Liberty, and to the furnishing of such background reports to the Company and its designated representatives and agents, for the purpose of assisting the Company in making a determination as to my eligibility for employment or engagement for services (including independent contractor or volunteer assignments, as applicable), promotion, retention or for other lawful employment purposes. I understand that if the Company hires me or contracts for my services my consent will apply, and the Company may, as allowed by law, obtain from Liberty (or from a consumer reporting agency other than Liberty) additional background reports pertaining to me without asking for my authorization again, throughout my employment or contract period.

I understand that information contained in my employment (or contractor or volunteer) application, or otherwise disclosed by me before or during my employment (or contract or volunteer assignment), if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I understand that background reports on me may contain information for any lawful employment purposes, which may include: verification of prior employment (including names and dates of previous employers, salary information, reason for termination of employment, work experience, accidents, etc.), academic history verification (including attendance dates and degrees obtained), financial history, Social Security number verifications, address history, use of a motor vehicle and driving records and accident history, workers' compensation claims, credit reports and history, bankruptcy filings and proceedings, criminal records and history, public court records, personal and professional reference checks, professional licensing and certifications checks, drug and/or alcohol testing results and drug and alcohol history in violation of law or company policy, military service, and other general background and personal character and other information. This information may be obtained from federal, state and other public agencies and private sources which maintain such records including, if applicable: government agencies; courthouses; educational institutions; and former employers. If the Company obtains credit worthiness, credit standing or credit capacity information for reasons other than as required by law, the Company will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job or position being considered. All background information obtained, and all information contained in my employment or contractor or volunteer application or otherwise disclosed by me before or during my employment or contract or volunteer assignment, shall be utilized to assist in verification of my employment application and post job or position offer medical inquiry.

By my signature below, I confirm that the personal information I provide with this form or otherwise in connection with my background investigation is true, accurate and complete, and I understand that dishonesty or material omission may disqualify me from consideration for employment.

I consent to the Company obtaining the above information from Liberty, and I agree that such information, which Liberty obtains, and my employment history with the Company if I am hired, will be supplied by Liberty to other companies that subscribed to Liberty. I hereby authorize procurement of consumer report(s). If hired (or contracted or retained), this authorization shall remain on file and shall serve as ongoing authorization for the Company to procure consumer reports at any time during my employment (or contract or volunteer work) period.

I AUTHORIZE ANY OF THE ORIGINAL, COPY, FACSIMILE, PHOTOCOPY OR ELECTRONIC (INCLUDING ELECTRONICALLY SIGNED) VERSION OF THIS DOCUMENT TO BE CONSIDERED AS EFFECTIVE AS THE ORIGINAL. ALL RESULTS WILL BE PROPRIETARY AND HELD CONFIDENTIAL AND WILL NOT BE PROVIDED TO ANY PARTIES OTHER THAN THE COMPANY AND ITS LEGAL REPRESENTATIVES AND AGENTS. I FURTHER AUTHORIZE LIBERTY TO PROVIDE THE RESULTS OF SAID INFORMATION INCLUDING BACKGROUND REPORTS CREATED TO THE COMPANY AND ITS REPRESENTATIVES AND AGENTS FOR THE PURPOSE OF ASSISTING THE COMPANY IN MAKING A DETERMINATION AS TO MY ELIGIBILITY FOR EMPLOYMENT (INCLUDING INDEPENDENT CONTRACTOR ASSIGNMENTS AND/OR VOLUNTEER POSITIONS, IF APPLICABLE), PROMOTION, RETENTION, OR FOR ANY OTHER LAWFUL EMPLOYMENT PURPOSES.

I am employed in, seeking employment or a position in, or reside in **California, Minnesota or Oklahoma**, and by checking this box, indicate that I would like to receive a copy of any background report about me, if one is obtained by the Company. ☐

**ADDITIONAL STATE LAW NOTICES:**

If you are an applicant, employee or contractor or volunteer in any of the states listed below, please also note the following:

**MINNESOTA AND OKLAHOMA:** You have the right in most circumstances to submit a written request to the consumer reporting agency such as Liberty for a complete and accurate disclosure of the nature and scope of any consumer report the Company ordered about you.

**NEW YORK:**

**New York applicants only:** Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law

**New York City applicants only:** By signing this form, you further authorize the Company to provide you with a copy of your consumer report, the New York City Fair Chance Act Notice form, and any other documents, to the extent required by law, at the mailing address and/or email address you provide to the Company.

**WASHINGTON STATE:** You have the right to request from the consumer reporting agency such as Liberty a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_