

# 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 qualifications for the specific job for which you apply. Your skills, abilities, and experience will be considered in a nondiscriminatory manner. The information you provide is regarded as confidential and the property of Bussell & Sons, LLC.

Name \_\_\_\_\_ Soc. Sec. Number \_\_\_\_\_  
Preferred name if different from given name \_\_\_\_\_ Other last name previously used \_\_\_\_\_  
Address \_\_\_\_\_ Telephone # ( ) \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Alternate # ( ) \_\_\_\_\_

Position desired \_\_\_\_\_  
Date available to start work \_\_\_\_\_  
What is your ability to work overtime? \_\_\_\_\_  
How were you referred: \_\_\_\_\_ Have you previously work for or applied for a position with Bussell & Sons, LLC? \_\_\_\_\_ If Yes, please explain. \_\_\_\_\_  
Are you legally authorized to work in the U.S.? \_\_\_\_\_ (All persons employed by Bussell & 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 dated (s) and an explanation. (a conviction record will not necessarily disqualify an applicant from employment. All circumstances, including date of conviction and type 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 employer for 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 protected by applicable state or local law.

Do you have a valid driver's 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			
_____ Data Entry	_____ Basic	_____ Intermediate	_____ Advanced	_____
_____ MS Word	_____ Basic	_____ Intermediate	_____ Advanced	_____
_____ Excel	_____ Basic	_____ Intermediate	_____ Advanced	_____

List other application 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 position 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	To	Beginning job total
Address		Mo. & Yr.	Mo. & Yr.	Ending job title
City	State	Zip	Salary/hourly rate	Reason for leaving
Supervisor	Title	Starting	Ending	
Major Responsibilities				

Company Name	Phone ( )	From	To	Beginning job total
Address		Mo. & Yr.	Mo. & Yr.	Ending job title
City	State	Zip	Salary/hourly rate	Reason for leaving
Supervisor	Title	Starting	Ending	
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Supervisor	Title	Starting	Ending	
Major Responsibilities				

*I understand that employment with Bussell & 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, educational institutions and references named 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 my employment. I will not hold Bussell & Sons, LLC or any of its representatives or agents, or any parties furnishing information and records, liable for participating in reference or background checks.*

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

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

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY

COMPLETE UPON HIRE AND FORWARD IMMEDIATELY TO  
HUMAN RESOURCES

Position \_\_\_\_\_

State Date \_\_\_\_\_

Dept \_\_\_\_\_

Location \_\_\_\_\_

Work Telephone \_\_\_\_\_

Supervisor \_\_\_\_\_

Salary \$ \_\_\_\_\_

Hourly \_\_\_\_\_

Salary \_\_\_\_\_

Regular \_\_\_\_\_

Temporary \_\_\_\_\_

Approximate Period \_\_\_\_\_

Full Time \_\_\_\_\_

Part Time \_\_\_\_\_

Hours per Week \_\_\_\_\_

AUTHORIZATIONS:

Supervisor \_\_\_\_\_

Manager \_\_\_\_\_

Officer \_\_\_\_\_

TO: LIBERTY SCREENING SERVICES L.T.D.  
Ph: 713-980-1751, 888-961-9990  
Fax: 713-961-9889, 800-640-9837

FROM: BUSSELL & SONS, L.L.C.  
Ph. 281-351-9801  
Fax: 281-351-6454

### AUTHORIZATION AND RELEASE/WAIVER OF INFORMATION AGREEMENT

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

Applicant Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Driver License: \_\_\_\_\_ State: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

#### RESIDENCES FOR PREVIOUS SEVEN YEARS (Starting with current)

Address: \_\_\_\_\_ How Long? \_\_\_\_\_  
STREET APT CITY STATE  
Address: \_\_\_\_\_ How Long? \_\_\_\_\_  
STREET APT CITY STATE  
Address: \_\_\_\_\_ How Long? \_\_\_\_\_  
STREET APT CITY STATE

- In connection with my employment/application for employment with BUSSELL & SONS, L.L.C., I fully understand and acknowledge that BUSSELL & SONS, L.L.C. and/or LIBERTY SCREENING SERVICES, L.T.D., may now, or at any time in the future, conduct a public record(s)/research report containing information for verification of prior employment (including names of previous employers, reason for termination of employment, work experience, accidents, etc.) academic achievement, financial history, a motor vehicle and driving record, worker's compensation claims, credit, bankruptcy proceedings, criminal records, general background personal character, from federal, state and other agencies which maintain such records; as well as information from Liberty previous driving record requested made by others from such state agencies, and state provided driving records.

- All background information obtained shall be utilized to assist in verification of the employment application and post job offer merit. Retrieval and usage of this information complies with the Equal Opportunity Commission, American With Disabilities Act and the Reporting Act (Laws, Rules and Regulations), as amended 9/30/97. BUSSELL & SONS, L.L.C. is an Equal Opportunity Employer and does not discriminate as to race, color, gender, national or religious origin, age or Americans with disabilities. I hereby declare that the answers to the questions of my application and related paperwork which I have been asked to complete, and any attachments to same, are correct and that any misstatements of fact(s) or omission(s) may form the basis for rejection of my application, or for my discharge from employment.

- I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY LIBERTY SCREENING SERVICES TO FURNISH THE ABOVE MENTIONED INFORMATION. I AUTHORIZE A PHOTOSTAT (OR FACSIMILE "FAX") OF THIS RELEASE TO BE PROVIDED TO ANY PARTIES OTHER THAN BUSSELL & SONS, L.L.C. OR ITS LEGAL REPRESENTATIVES. I WAIVE ALL RECOURSE AND RELEASE THE REQUESTED PARTIES FROM LIABILITY FOR COMPLYING WITH THIS REQUEST/RELEASE. I AUTHORIZE LIBERTY SCREENING SERVICES, L.T.D., TO PROVIDE THE RESULTS OF SAID INFORMATION TO BUSSELL & SONS, L.L.C. OR ITS REPRESENTATIVE(S). I FURTHER RELEASE BUSSELL & SONS, L.L.C. AND LIBERTY SCREENING SERVICES, L.T.D. AS THEIR REPRESENTATIVES, OFFICERS, EMPLOYEES AND AGENTS, FROM ANY AND ALL LIABILITY FROM THE REPRODUCTION, PREPARATION OF ANY REPORTS CONCERNING MY SELF OR MY BACKGROUND. THE FACTS SET FORTH BY MY APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

- I have the right to make a request to Liberty, upon proper identification, to request the nature and substance of all information furnished to me at the time of my request, including the sources of information; and the recipients of any reports on me which Liberty has furnished within the two-year period preceding my request. I hereby consent to your obtaining the above information from Liberty and that such information, which Liberty obtains, and my employment history with you if I am hired, will be supplied by Liberty to other parties that subscribed to Liberty. I hereby authorize procurement of consumer report(s). If hired (or contracted), this authorization shall remain in effect and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract).

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

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

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

By my signature below, I also certify that the information I provided on and in connection with this form is true, accurate and complete.

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

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

**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:

**CALIFORNIA:** Pursuant to section 1786.22 of the California Civil Code, you may view the file maintained on you by the consumer reporting agency such as Liberty during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at the consumer reporting agency's offices in person, during business hours and on reasonable notice, or by certified mail. You may also receive a summary of the file by telephone, upon submitting proper identification and written request. The consumer reporting agency has trained personnel available to explain your file to you, including any coded information, and will provide a written explanation of any coded information contained in your file. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification. "Proper identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. If you cannot identify yourself with such information, the consumer reporting agency may require additional information concerning your employment and personal or family history to verify your identity.

**MAINE:** You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the Company, within five business days of our receipt of your request, the name, address and telephone number of the nearest office designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such consumer reporting agencies copies of any such reports.

**MASSACHUSETTS:** You have the right to know whether the Company requested an investigative consumer report about you and, upon written request to the Company, to receive a copy of such report. You also have the right to ask the consumer reporting agency such as Liberty for a copy of any such report.

**MINNESOTA:** 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 content of any consumer report the Company ordered about you. The consumer reporting agency must provide you with this disclosure within 5 days after its receipt of your request or the report requested by the Company, whichever date is later.

**NEW JERSEY:** You have the right to submit a request to the consumer reporting agency such as Liberty for a copy of any investigative consumer report the Company requested about you. A summary of your rights under the New Jersey Fair Credit Reporting Act has been provided to you, if applicable.

**NEW YORK:** You have the right, upon written request, to be informed of whether or not the Company requested a consumer report or an investigative consumer report about you. Shown above is the address and telephone number for Liberty, the consumer reporting agency used by the Company. You may inspect and receive a copy of any such report by contacting that consumer reporting agency. A copy of Article 23-A of the New York Correction Law has been provided to you, if applicable.

**WASHINGTON STATE:** If the Company requests an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of the report, to receive from the Company a complete and accurate disclosure of the nature and scope of the investigation requested by the Company. You are entitled to this disclosure within five business days after the date your request is received or the Company ordered the report, whichever is later. You also have the right to request from the consumer reporting agency such as Liberty a copy of any such report. A summary of your rights and remedies under the Washington Fair Credit Reporting Act.

*Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus specialty agencies (such as agencies that sell information about check writing histories, medical records, and r history records). Here is a summary of your major rights under the FCRA. **For more information, inclu information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consi Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a c report or another type of consumer report to deny your application for credit, insurance, or employment - or to another adverse action against you - must tell you, and must give you the name, address, and phone number c agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information : you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide p identification, which may include your Social Security number. In many cases, the disclosure will be free. Yo entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of creditworthiness based on information from credit bureaus. You may request a credit score from consumer rep agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate informaton.** If you identify informat your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must inves unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedur
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverif information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually with days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most ca consumer reporting agency may not report negative information that is more than seven years old, or bankruptcie are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you or people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent to the employer. Written consent generally is not required in the trucking industry. For more information, [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

- **You may limit "prescreened" offers of credit and insurance you get based on information from your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1 888 5OPTOUT (1 888 567 8688).

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of a consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	CONTACT:
1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.  b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552  b. Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:  a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks  b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act  c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations  d. Federal Credit Unions	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050  b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480  c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106  d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air Carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, SE Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street S.W. Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission



	100 F St NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357

**LIBERTY SCREENING SERVICES**

**2180 North Loop West Ste 350, Houston, TX 77018 – Phone (888)961-9990, Fax (800)640-9837**