

Application for Employment

BusComm

BusComm Incorporated, 11696 Lilburn Park , St. Louis, MO 63146

BusComm Incorporated is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion, national origin, handicap, or veteran status or other protected classification; BusComm is an affirmative action employer.

Please complete all questions. Do not reference your resume.

PERSONAL INFORMATION

Interview Date _____ **Social Security #** _____ - _____ - _____

Name: _____
Last First Middle

Present Address _____
Street City State Zip Code

Permanent Address _____
Street City State Zip Code

Telephone # () - _____ **Drivers License #** _____

Are you legally authorized to work in the United States? YES NO **Type of Visa** _____

(If you are hired, you will, as a condition of employment, be required to present legally-required proof of your identity and authorization to work.)

Referred By:

Are you employed now? YES NO If so, may we contact your employer? YES NO

Are you willing to work overtime? YES NO Are you willing to travel? YES NO

Are you willing to relocate? YES NO Geographic Preference: _____

Do you have any commitments to another employer or organization that might affect your employment with BusComm? YES NO

If YES, give details: _____

EDUCATION

Name/Location of School	Years Completed (Please select)	Did you Graduate?	Studies/Degree(s) received:
High School _____	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Trade/Business/Military _____	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
College _____	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____

Certificates/licenses you possess: _____

EMPLOYMENT HISTORY

List your last four employers, starting with the most recent. You may include verifiable volunteer work.

Former Employers	Date (month/year)	Salary & Other Compensation	Position & Status	Reason for Leaving
Name and Address:	From:	Start:		
	To:	End:		
Name and Address:	From:	Start:		
	To:	End:		
Name and Address:	From:	Start:		
	To:	End:		
Name and Address:	From:	Start:		
	To:	End:		

PREVIOUS EMPLOYMENT

List three previous, immediate supervisors:

References	Company	Address	Telephone #
Name:			
Name:			
Name:			

SECURITY: Read this carefully before answering the following questions

You may answer "No" below if your criminal records consists only of one or more of the following: (a) a sealed record with the Commissioner of Probation, (b) a case of delinquency or a child in need of services which did not result in a complaint transferred to Superior Court for criminal prosecution, (c) your crimes were misdemeanors and they occurred five or more years ago, or (d) your misdemeanors were limited to a first offense for drunkenness, simple assault, speeding, minor traffic violations, disturbance of the peace or affray.

Have you ever been convicted of a felony or misdemeanor? YES NO

If YES, give details including date, location (city), nature of offense and disposition:

(Note: a conviction record will not necessarily be a bar to employment.)

ACKNOWLEDGEMENTS/SIGNATURE

Read carefully before signing.

1. I understand that receipt of this application does not mean that I will be employed.
2. The statements and information furnished by me in this application are true and complete. I understand that I will be subject to immediate dismissal or refusal to hire if at any time BusComm discovers any falsification, omission, or misrepresentation of fact in this application.
3. I understand that employment with BusComm is at-will. If hired, I may resign at any time, and BusComm has the right to terminate my employment at any time, with or without cause. I understand that no one other than the President or CEO of BusComm or his or her designee is empowered to change this, and any such change must be in writing. I understand that neither this application, any BusComm policies or procedures, or any other documents given to employees or published online for their use, changes the at-will nature of employment with BusComm.
4. Should I be employed by BusComm, I agree to comply with all rules and regulations of BusComm. I understand that BusComm has the right to change its rules and regulations at any time.
5. I also understand that, if hired, post-offer and periodic drug testing may be conducted.

My signature certifies that I have read and agree with the above statements.

Signature of applicant _____

Date _____

All information acquired through this application process will be used by BusComm solely for the determination of the applicant's qualifications for employment.

It is unlawful in Missouri to require or administer a lie detector test as a condition of employment or continued employment. An Employer who violates this law shall be subject to criminal penalties and civil liability.

Applicant's Authorization to Conduct Background Check

BusComm

I authorize BusComm Incorporated, or a consumer reporting agency on its behalf, to conduct a background inquiry to verify the statements and information provided by me, including on my application, and to determine other background facts, including prior employment, criminal convictions, motor vehicle history, consumer credit record, and any and all public records to the extent permitted by law. I authorize all previous employers or other persons who have knowledge of me, or my records, to release such information to BusComm Incorporated. I hereby release any individual, agency, and BusComm Incorporated from all claims or liabilities whatever that may arise from the disclosure of such information.

My signature certifies that I have read, understand and agree with the above statements.

Date of Birth *(for identification purposes only)* _____

Print Full Name _____
(please include maiden or former name if used in the last seven years)

Signature _____ Date _____

*Please review the KnowledgeWORKS) for a Summary of your rights under the Fair Credit Reporting Act
(<http://168.159.208.157/peoplelink/employment/eruitment/survival/library.asp#back2>)*

Substance Abuse Screening Test Consent Form

BusComm

To be completed by all employees including temporaries who's assignment is greater than 10 business days.

1. I, the undersigned, understand that it is the policy of BusComm Incorporated and its subsidiaries ("BusComm") to require that candidates for employment that receive either a verbal and/or a written offer, consent to testing by an independent laboratory to determine the presence of an illegal or controlled substance in their body.
2. I hereby voluntarily consent to provide a specimen of my urine to be tested for illegal drugs specified by BusComm and, further, hereby release BusComm, its officers and agents, as well as the independent laboratory, from any and all liability and any claims of any nature whatsoever that may arise from or be related to the testing or the use of such results. I further consent to provide the lab with the names of all medications that I have been using at the time of, and for a certain period of time prior to, the test. I understand that these medications will remain confidential with the lab and will not be released to BusComm.
3. I understand that I have 3 business days from the time of the offer (verbal or written) in which to be tested at a laboratory designated by BusComm.
4. I understand that if I refuse to proceed with the testing or if the result of my test is positive for one or more of the substances defined as illegal or controlled, any contingent offer of employment made by BusComm will be automatically rescinded and I will not be eligible to reapply for any form of employment with BusComm for a period of one (1) year from the date of the offer.

Print Full Name _____

Signature _____ Date _____