



## APPLICATION PROCESS

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BS&E Co., Inc. is an equal opportunity employer and is dedicated to providing a safe, drug-free workplace for all its' employees. These standards require applicants to provide certain documents at time of application and if requested to take certain qualifying tests to determine candidacy. We encourage all applicants to review the available position notices and job descriptions. These documents are made available to the public at no charge.

**All applicants are required to submit the following:**

1. **Complete Background Check Authorization**
2. **Completed Release of Information Form**
3. **Completed Employment Application**
4. **Current DMV report {less than 30 days old}**

Applications are not considered complete unless all required documents are received. All applications are held for a period of one year after date of receipt. The above forms may be returned to the District Administration office or mailed directly to the Personnel Manager at the address below.

**BSE Rents**  
**ATT: Human Resources**  
**6319 District Blvd.**  
**Bakersfield, CA 93313**

### **FITNESS FOR WORK NOTICE:**

Certain positions require a physical assessment evaluation to determine fitness for work. These evaluations are paid for by the Company and are mandatory following a "contingent offering" of employment. **DRUG-FREE WORKPLACE NOTICE:**

In an effort to insure a drug-free workplace ALL applicants must submit to a Non-NIDA drug screen. This test is mandatory following a "contingent offering" of employment. This test applies to ALL prospective job candidates.

### **BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION FORM**

In the interest of maintaining the safety and security of our customers, employees and property, BS&E Co. will order a "consumer report" (a background report) on you in connection with your employment application, and if you are hired, or if you already work for the Company, may order additional background reports on you for employment purposes. The background check company, ADP Screening and Selection Services, will prepare the background report for the Company. ADP Screening and Selection Services is located at 301 Remington Street, Fort Collins, CO, 80524, and can be reached at 800-367-5933. The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be ordered include but are not limited to: Social Security number verification; criminal, public, educational and, as appropriate, driving records checks; verification of prior employment; reference, licensing and certification checks; credit reports; and drug testing results. The information may be obtained from private and public record sources, including personal interviews with your associates, friends, and neighbors. (An "investigative consumer report" is a background report that includes information from such personal interviews, except in California where that term means any background report.) The nature and scope of the most common form of investigative consumer report is an investigation into your education and/or employment history conducted by ADP Screening and Selection Services or another outside organization. You may request more information about the nature and scope of an investigative consumer report, if any, by telephoning the Company at (661) 834-2700. A summary of your rights under the Fair Credit Reporting Act is also being provided to you with this form.

### **STATE SPECIFIC NOTICES**

If you live or work for the Company in the states listed below, please note the following:

**CALIFORNIA:** You may view the file that ADP Screening and Selection Services has for you, and order a copy of the file, upon submitting proper identification and paying copying costs, by coming to their offices, during normal business hours and on reasonable notice, or by mail. You may also ask for a file-summary by telephone. ADP Screening and Selection Services can answer questions about information in your file, including any coded information. If you come in person, another person can come with you, so long as that person can show proper identification.

**AUTHORIZATION FOR BACKGROUND CHECKS**

After carefully reading this Background Check Disclosure and Authorization form, I authorize the Company to order my background report, including investigative consumer reports. I understand that the Company may rely on this authorization to order additional background reports, including investigative consumer reports, during my employment without asking me for my authorization again as allowed by law. I also authorize the following agencies and entities to disclose to ADP Screening and Selection Services and its agents all information about or concerning me, including but not limited to: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; federal, state and local courts; the military; credit bureaus; testing facilities; motor vehicle records agencies; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. The information that can be disclosed to ADP Screening and Selection Services and its agents includes, but is not limited to, information concerning my employment history, earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses and substance abuse testing.

I agree the Company may rely on this authorization to order background reports, including investigative consumer reports, from companies other than ADP Screening and Selection Services without asking me for my authorization again as allowed by law. I also agree that a copy of this form is valid like the signed original. I certify that all of my personal information on this form is *true and correct* and understand that dishonesty will disqualify me from consideration for employment with the Company, or if I am hired or already work for the Company, that my employment may be terminated.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Maiden/Other Names \_\_\_\_\_ Years Used \_\_\_\_\_  
Social Security Number \_\_\_\_\_  
Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

**FOR IDENTIFICATION PURPOSES ONLY:** Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)  
Addresses Within The Past Seven Years (*use a separate sheet as needed*)

Present Street Address \_\_\_\_\_  
City/State/ZIP \_\_\_\_\_  
Prior Street Address \_\_\_\_\_  
From \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year) To \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)  
City/State/ZIP \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Date: (Month/Day/Year)

**If you live or work for the Company in California, Minnesota or Oklahoma:** Check this box if you would like a free copy of your background check report:

**BSE RENTS RELEASE of INFORMATION**

Reference Check Request	
To:	From:
Company:	Address:
Phone:	Phone:
Fax:	Fax:
Mr. / Mrs. / Ms. _____ Is seeking employment and has listed you as a former employer.	
Please verify the following information:	
Position held: _____	From: _____ To: _____
Reason for leaving: _____	

	Excellent	Good	Fair	Poor
Overall Job Performance				
Attitude				
Attendance				
Punctuality				
What type of work best suited for?				
What type of work least suited for?				
Would he/she be eligible for rehire?	Yes	No	No Comment	
Signature: _____	Title: _____			

I hereby certify the information supplied on this application for employment is true and correct to the best of my knowledge, and agree to have any of the statements checked by B.S. & E. Co. Inc., unless I have indicated to the contrary. I authorize B.S. & E. Co. Inc. to contact any and all or the references listed ( Including employers and schools), and I authorize those references to provide B.S. & E. Co. Inc. any and all information concerning my previous education and employment and any other pertinent information that any of them may have or know about me. Further, I release all parties, companies, and persons providing such information to B.S. & E. Co. Inc. from any liability for any damages that may result from furnishing such information to B.S. & E. Co. Inc., as well as from the use or disclosure of such information by B.S. & E. Co. Inc. or any of their agents, employees, or representatives. **I understand that any misrepresentation, falsification, or material omission of information on this application or during the interview process (regardless of when discovered) may result in my failure to receive an offer or, if I am hired, my immediate termination from employment at any time.**

I understand that any offer of employment from B.S. & E. Co. Inc. is conditional on B.S. & E. Co. Inc. receiving satisfactory responses to reference requests, passing a drug screen, passing a physical, and providing satisfactory proof of my identity and legal authority to work in the United States.

This application will be considered active for a maximum of thirty (30) days. If you wish to be considered for employment after that time, you must reapply.

**DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.**

Applicant initial	Information for Release
	Physical Assessment Results
	Drug Screen Test Results
	DMV Record History
	Previous Employment History {dates of hire, terms for separation, etc.}
	Salary History
	Education Verification
	Military Background Verification

Applicant's Name: _____
Applicant's Signature: _____
Date: _____

**BSE RENTS Employment Application  
Personal Information**

Last Name		First Name		Middle
Address				How long?
City	State	Zip		
Previous Address				How long?
City	State	Zip		
Home Phone:		E-mail:	Driver's Lic #:	
Position applied for:		<input type="checkbox"/> Part time <input type="checkbox"/> Full time		Salary desired:
Have you ever applied here before?      Y <input type="checkbox"/> N <input type="checkbox"/> If yes please give date and position:				
State names of friends/relatives currently employed by B. S. & E. Co., Inc.:				
Why are you applying for work at BSE Rents?				
Are you over 18 years of age? <input type="checkbox"/> Y <input type="checkbox"/> N (If under 18, hire is subject to verification that you are of minimum legal age.)				
If hired, can you present proof of your legal right to live and be employed in the United States of America? <input type="checkbox"/> Y <input type="checkbox"/> N      Background Information				
If hired, would you have a reliable means of transportation to and from work?				
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? <input type="checkbox"/> Y <input type="checkbox"/> N. If no, describe the functions that cannot be performed.				
<i>(Note: we comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hired may be subject to passing a medical examination, and to skill and agility tests.)</i>				
Have you ever been convicted of a felony? <input type="checkbox"/> Y <input type="checkbox"/> N If "Yes", please describe situation in full:				
<i>(Note: Affirmative answers do not automatically disqualify your application. The nature of the offense, date of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) applied for may, however, be considered.)</i>				
Education / Training				
School	Name Address	No. of years completed	Did you graduate? <input type="checkbox"/> Y <input type="checkbox"/> N	Degree / Diploma
High School			<input type="checkbox"/> Y <input type="checkbox"/> N	
College / University			<input type="checkbox"/> Y <input type="checkbox"/> N	
Vocational / Business			<input type="checkbox"/> Y <input type="checkbox"/> N	
Military Service	Branch:	Period of active duty:	Rank at discharge:	Special skills / training:

**Employment History**  
**(Begin with most recent employment)**

Company Name:	Supervisor's Name / Title:	
Address:	Phone #:	
Employment Dates {mm/yy}:	Start:	End:
Type of business:	Starting Pay Rate:	Ending Pay Rate:
Position Held:	Description of Duties:	
Exact reason for leaving:		
May we contact your former employer for reference? <input type="checkbox"/> Y <input type="checkbox"/> N   If No, please explain:		

Company Name:	Supervisor's Name / Title:	
Address:	Phone #:	
Employment Dates {mm/yy}:	Start:	End:
Type of business:	Starting Pay Rate:	Ending Pay Rate:
Position Held:	Description of Duties:	
Exact reason for leaving:		
May we contact your former employer for reference? <input type="checkbox"/> Y <input type="checkbox"/> N   If No, please explain:		

Company Name:	Supervisor's Name / Title:	
Address:	Phone #:	
Employment Dates {mm/yy}:	Start:	End:
Type of business:	Starting Pay Rate:	Ending Pay Rate:
Position Held:	Description of Duties:	
Exact reason for leaving:		
May we contact your former employer for reference? <input type="checkbox"/> Y <input type="checkbox"/> N   If No, please explain:		

Company Name:	Supervisor's Name / Title:	
Address:	Phone #:	
Employment Dates {mm/yy}:	Start:	End:
Type of business:	Starting Pay Rate:	Ending Pay Rate:
Position Held:	Description of Duties:	
Exact reason for leaving:		
May we contact your former employer for reference? <input type="checkbox"/> Y <input type="checkbox"/> N   If No, please explain:		

**Personal References**

First Name:	Last Name:	Phone:
Address:		
Occupation:	No. of years acquainted:	

First Name:	Last Name:	Phone:
Address:		
Occupation:	No. of years acquainted:	

First Name:	Last Name:	Phone:
Address:		
Occupation:	No. of years acquainted:	

**Volunteer / Community Service**

Organization:	Director / Contact:	Phone:
:Position Held:	Duties:	
Skills Learned:		

Organization:	Director / Contact:	Phone:
:Position Held:	Duties:	
Skills Learned:		

Other Special Skills / Training you feel are relevant to the position for which you are applying:
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I, the undersigned, authorize B. S. & E. Co., Inc. to investigate all statements contained in this application and understand that misrepresentation or omission of facts called for is cause for immediate disqualification or dismissal. Furthermore, I understand that employment is "At Will" and not for any specific period or duration and may be terminated at any time with or without cause or notice by either B.S. & E. CO., INC or myself.

Signed: \_\_\_\_\_

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

# Applicant's Copy

Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escriba a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

## 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 files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

**You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

**You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are 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 identify 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, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

**You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

**You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.

**Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 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 cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

**Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other 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 given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).

**You may limit "prescreened" offers of credit and insurance you get based on information in 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 1-888-5-OPTOUT (1-888-567-8688).

**You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of 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.ftc.gov/credit](http://www.ftc.gov/credit). **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. Federal enforcers are:**

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal ranches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: <a href="http://www.federalreserveconsumerhelp.gov">www.federalreserveconsumerhelp.gov</a> Email Address: <a href="mailto:ConsumerHelp@FederalReserve.gov">ConsumerHelp@FederalReserve.gov</a>
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051