

# ***EUGENE BUTLER***

*Private Investigator*



*Criminal Defense Investigations*

**810.513.0662**

**STATEWIDE**

**Independent Contractor/Freelance  
Investigative Paralegal /  
Administrative Assistant  
Application Package**

## Eugene Butler, Private Investigator Contractor Application Form

**PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE**

### APPLICATION FOR CONTRACTOR

**APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS**

**PLEASE COMPLETE PAGES 1-5.** DATE \_\_\_\_\_

Name \_\_\_\_\_  

Last
First
Middle
Maiden

Present address \_\_\_\_\_  

Number
Street
City
State
Zip

How long \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

If under 18, please list age \_\_\_\_\_

Position applied for (1) \_\_\_\_\_  
 and salary desired (2) \_\_\_\_\_  
 (Be specific)

Days/hours available to work  
 No Pref \_\_\_\_\_ Thru \_\_\_\_\_  
 Mon \_\_\_\_\_ Fri \_\_\_\_\_  
 Tue \_\_\_\_\_ Sat \_\_\_\_\_  
 Wed \_\_\_\_\_ Sun \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_

Contract Status Desired     FULL-TIME ONLY     PART-TIME ONLY     FULL- OR PART-TIME

When available for work? \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME?     No     Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

**Initials**

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DO YOU HAVE A DRIVER'S LICENSE?  Yes  No

What is your means of transportation to work? \_\_\_\_\_

Driver's license  
number \_\_\_\_\_ State of issue \_\_\_\_\_  Operator  Commercial (CDL)  Chauffeur  
Expiration date \_\_\_\_\_

Have you had any accidents during the past three years? How many? \_\_\_\_\_

Have you had any moving violations during the past three years? How Many? \_\_\_\_\_

OFFICE ONLY

Typing	<input type="checkbox"/> Yes		<input type="checkbox"/> Yes	Word	<input type="checkbox"/> Yes
	<input type="checkbox"/> No	_____ WPM	10 key	Processing	<input type="checkbox"/> No
Personal	<input type="checkbox"/> Yes	PC <input type="checkbox"/>	Other		_____ WPM
Computer	<input type="checkbox"/> No	Mac <input type="checkbox"/>	Skills		_____

Please list two references other than relatives or previous employers.

Name \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_ Position \_\_\_\_\_

Company \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

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

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Initials

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MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?  Yes  No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?  Yes  No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**Work Experience** Please list your work experience for the **past five years** beginning with your most recent job held.  
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
Your Last Job Title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer?  Yes  No

Did you complete this application yourself  Yes  No

If not, who did? \_\_\_\_\_

**Initials**

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**PLEASE READ CAREFULLY**

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**APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by Eugene Butler, Private Investigator (hereinafter called "the Agency"), I agree that neither the acceptance of this application nor the subsequent entry into any type of contractor relationship, either in the position applied for or any other position, and regardless of the contents of contractor handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Agency practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an contractor of Eugene Butler, Private Investigator, or otherwise to change in any respect the contractor-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Owner and General Manager of the Agency. Both the undersigned and Eugene Butler, Private Investigator, may end the contract relationship at any time, without specified notice or reason. If contracted, I understand that the Agency may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Agency, Eugene Butler, Private Investigator, permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Agency from any liability as a result of such contract.

I also understand that (1) the Agency has a drug and alcohol policy that provides for pre-contract testing as well as testing after contracting; (2) consent to and compliance with such policy is a condition of my contract; and (3) continued contract is based on the successful passing of testing under such policy. I further understand that continued contract may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your contract application, the Agency may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Agency, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my contract status with the Agency shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my contractor relation with the Agency is terminable at will for any reason by either party.

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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This Agency is an equal employment opportunity contractor. We adhere to a policy of making contracting decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for contracting with this Agency depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.

**REQUEST, AUTHORIZATION, CONSENT AND RELEASE FOR BACKGROUND INFORMATION**

**PLEASE TYPE OR PRINT**

I, \_\_\_\_\_  
Last Name First Name Middle Name (include Jr., Sr., II, III, etc.)

understand that in conjunction with my application as an Independent Contractor, Eugene Butler, Private Investigator, will use the services of an outside agency(s) to research and verify the information I have provided on my application for contracting, including my personal background, character, professional standing, work history, credit, and qualifications. Said agency will provide a report to Eugene Butler, Private Investigator as an agent to perform background verifications.

The outside agency(s) will utilize various sources of information it deems appropriate, including, but not limited to, Department of Motor Vehicles records, credit reporting agencies, criminal conviction records, current and former employers, military records, school records, professional and personal references. I request, authorize, and consent to the release and disclosure of all information, including, but not limited to, the above to Eugene Butler, Private Investigator and/or his agents. I unconditionally release and hold harmless Eugene Butler, Private Investigator and his agents, affiliates, and any named or unnamed corporation, company, custodian or records, or informant from all liability resulting from furnishing information about me.

I request, authorize, and consent to the procurement of an Investigative Consumer Report, and understand that it may contain information about my background, mode of living, character, and personal reputation. This authorization, in original or copy form, either physical and/or digital, shall be valid for one year from the date indicated next to my signature. According to the Fair Credit Reporting Act, I will be notified by Eugene Butler, Private Investigator, or his agent, if contracting is denied because of information obtained from said Information Provider. Upon written request within 60 days, I will be given a full and accurate disclosure as to the nature and substance of all information provided to Eugene Butler, Private Investigator. I further understand that when requesting a copy of the report, proper identification will be required, and I should direct my request to: Eugene Butler, Private Investigator, 1027 Church St., Flint, MI 48502-1011

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated

**Investigative Paralegal / Administrative Assistant**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position Applied For

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Social Security No. Date of Birth

\_\_\_\_\_  
Driver's License No. State

Other names you have used or are known as: \_\_\_\_\_

**PLEASE PROVIDE ALL RESIDENTIAL ADDRESSES FOR THE PAST 7 YEARS**

Current: \_\_\_\_\_  
Street Apt# City State Zip How Long Here?

Former: \_\_\_\_\_  
Street Apt# City State Zip How Long Here?

Former: \_\_\_\_\_  
Street Apt# City State Zip How Long Here?



**RELEASE FORM FOR CONSUMER REPORTS**

From: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

In connection with my application for employment (including contract for services), I understand that consumer reports or investigative reports which may contain public record information, may be requested, or made on me, including consumer credit, criminal records, driving record, education, prior employer verification, workers' compensation claims, and others. These reports will include experience, along with reasons for termination of past employment. Further, I understand that you will be requesting information from various federal, state, local, and other agencies, which contain my past activities.

I hereby authorize, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information.

I further authorize ongoing procurement of the above-mentioned reports at any time during my employment (or contract).

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

Maiden Name or AKA: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Other counties you have lived in the past 10 years:

County: \_\_\_\_\_ State: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_

**For Identification Purposes Only:**

Driver's License No.: \_\_\_\_\_ State Issued: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Race: \_\_\_\_\_ Gender: \_\_\_\_\_

Date of Birth: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

Professional License: State: \_\_\_\_\_ Type: \_\_\_\_\_

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

Please email this form to  
[eugenebutlerpi@eugenebutler.com](mailto:eugenebutlerpi@eugenebutler.com)

Telephone: 810-513-0662





# **Eugene Butler, Private Investigator**

## **Application: Investigative Paralegal / Administrative Assistant**

### **Core Criminal Defense Experience**

Describe your experience with criminal defense cases.

Describe your experience filing FOIA requests and reviewing responses.

Describe your experience conducting public records and social media analysis.

Describe your experience with civil litigation support and asset searches.

Describe your experience with due diligence investigations.

Describe your experience conducting pre-employment background investigations for law enforcement.

## Technical & Administrative Proficiency

Describe your experience using Case Management Systems (CMS).

Describe your proficiency with QuickBooks and Microsoft Office.

Describe your experience preparing client invoices and tracking case records.

Describe your experience with coordinating travel, events, or conferences.

Describe your comfort using AI or technology in legal or investigative settings.

Describe how you organize multiple complex, confidential cases.

Writing Sample Prompt:

Summarize a legal or investigative case you've worked on, including your role, approach, and outcome.

By signing below, I certify that the information provided in this application is true and complete.

I authorize Eugene Butler Investigations to conduct a comprehensive background investigation including, but not limited to:

- Criminal history (state, federal, local), employment verification, and professional reference checks.
- Education, certification, and licensing verification.
- Review of public records, open-source material, and social media activity.

I acknowledge that this is a subcontractor (1099) position and not a W-2 employment relationship. I understand that submission of this application does not constitute a job offer and employment is contingent upon the results of the background investigation and mutual agreement.

Applicant Signature:

Date:

**EUGENE BUTLER**  
*Private  
Investigator*



*Criminal Defense Investigations*

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