



APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status or any other legally protected status.

Position(s) Your Applying For	Date of Application
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How Did You Learn About Us?

Advertisement Relative Inquiry Employment Agency Friend Other _____.

Do any of your friends, relatives, or spouse, work here? ----- Yes No

First, Middle, and Last Name: _____.

_____.

Address Street City State Zip

_____.

Cell Phone Number Home Telephone Number Message Phone Number

_____.

Email Address – PRINT NEATLY:

_____.

Best time to contact you is ----- _____ am / pm to _____ am / pm

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? ----- Yes No
If yes, give date _____

Have you ever been employed with us before? Give date: _____ ----- Yes No

Are you currently working? ----- Yes No

May we contact your present employer? ----- Yes No

Proof of citizenship or immigration status will be required upon employment.

Are you legal to work in the U.S.? ----- Yes No

Date you are available to begin work: _____ What is your desired hourly range? _____.

Which shifts are you available to work? () days () swing () graves () any

Which weekdays are you available to work? () Monday () Tuesday () Wednesday () Thursday () Friday

Which weekend days are you available to work? () Sunday () Saturday

Are you willing to work part-time? () Yes () No

Are you willing to work full-time? () Yes () No

How many miles are you willing to travel to work? _____

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EDUCATION	Name & Address of School	Course of Study	No. of Years Completed	Graduated or Degree Received Yes/No Type
High School				
College or Professional Trade School				
Security Training & Certificates (AB2880)	Do you have a current Guard Card? []Yes []No Have you completed 40hrs of guard training? []Yes []No	No: _____ []Yes []No	_____	Please attach certificates of completion.
Military or Other Please Specify				

Military History

Have you ever served in the military? [] Yes [] No Do you have a secret clearance? ----- [] Yes [] No
 Branch: _____ Rank: _____
 Start Date: _____ Release Date: _____ Do you have a DD-214 ----- [] Yes [] No

Background History

Have you ever been arrested for a felony or misdemeanor offense? ----- [] Yes [] No
 Have you ever been convicted for any felony or misdemeanor offense? ----- [] Yes [] No
 Are there currently any charges pending against you for any criminal offence that are pending trial? ----- [] Yes [] No
 Have you ever been subject to court martial or other disciplinary proceedings under the Uniform Code of Military Justice? ----- [] Yes [] No
 In the last 7 years, have you been convicted of any offense(s) not listed above? ----- [] Yes [] No
 Is there anything in your background that may prevent you from obtaining employment? ----- [] Yes [] No

Driver's History

Will you drive to work? ----- [] Yes [] No If No, how will you get to work? _____
 If you do not have a driver's license, do you have a State ID? ----- [] Yes [] No ID# _____
 Is your Driver's License restricted? ----- [] Yes [] No What is the restriction(s): _____
 At present do you have any unpaid parking tickets? ----- [] Yes [] No
 Has your license been revoked in the past 5 years? ----- [] Yes [] No
 Any moving violation on record in the past 5 years? ----- [] Yes [] No

If you answered "Yes" to any of the above, explain below, under "Offense" do not list specific penalty codes, list the actual offense or violation (for example, arson, theft, disturbing the peace, etc.).

Month/Year	Offense/Violation	Punishment/Action Taken	Police Agency or Court Name	County of	State of
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Employment Experience

Employment history must be listed here. You may also include a resume. List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Years of experience may be used to determine wages. Use additional paper if needed and include employer, name of contact person, phone number, type of work done and responsibilities. Explain any gaps in employment in comments section below.

Employer _____ Phone _____.

Address _____ City _____ State _____ Zip _____.

Dates Employed _____ to _____ Rate of Pay/ per hour/ Start \$ _____ End at \$ _____.

Work duties & responsibilities: _____.

Reason for leaving: _____ May we contact for reference? () Yes () No () Later

Employer _____ Phone _____.

Address _____ City _____ State _____ Zip _____.

Dates Employed _____ to _____ Rate of Pay/ per hour/ Start \$ _____ End at \$ _____.

Work duties & responsibilities: _____.

Reason for leaving: _____ May we contact for reference? () Yes () No () Later

Employer _____ Phone _____.

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Employer _____ Phone _____.

Address _____ City _____ State _____ Zip _____.

Dates Employed _____ to _____ Rate of Pay/ per hour/ Start \$ _____ End at \$ _____.

Work duties & responsibilities: _____.

Reason for leaving: _____ May we contact for reference? () Yes () No () Later

Explain any gaps in employment here:

Past Residence – Where have you lived?

List the places where you have lived, beginning with the most recent and work back 10 years. All periods must be accounted for on your list. Be sure to indicate the actual physical location of your residence. Do not use a P.O. Box address or temporary college/school address.

1) Month/Yr: To Month/Yr: Address: _____ City _____ State: _____ Zip _____
_____ To _____

2) Month/Yr: To Month/Yr: Address: _____ City _____ State: _____ Zip _____
_____ To _____

3) Month/Yr: To Month/Yr: Address: _____ City _____ State: _____ Zip _____
_____ To _____

Emergency Contacts

1) Name: _____ Phone No: _____ Relationship: _____

2) Name: _____ Phone No: _____ Relationship: _____

References – Do not list your spouses, or other relatives, and try not to list anyone who is listed elsewhere on this form.

1) Name: _____ Phone No: _____ Relationship: _____

Dates Known: _____ to _____ Email Address: _____

2) Name: _____ Phone No: _____ Relationship: _____

Dates Known: _____ to _____ Email Address: _____

Applicant's Statement

I declare under penalty of perjury, under the laws of the State of California that all statements on this application are true and correct, with full knowledge that all statements herein are subject to investigation. I authorize investigation of all statements contained in this application for employment purposes only.

This application for employment shall be considered active for a period of time not to exceed 6 months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an "At Will" nature, which means that Employee may resign at any time and Employer may discharge Employee at any time with or without cause. It is further understood that this "At Will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by a rules and regulations of the employer.

Applicant Signature

Today's Date

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**APPLICATION FOR EMPLOYMENT
JOB SUMMARY FOR
SECURITY OFFICER / DISPATCHER**

JOB SUMMARY:

Under close supervision, the purpose of security work is to protect and prevent loss of materials or processes of the company and customer. This work may range from fairly passive to very active involvement in protective and investigative services. The primary mission is to prevent unauthorized access to customer property. Security Officers are trained in methods and techniques for detecting and repelling attempts to trespass, damage, and theft of property.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Typically, Security Officers respond to situations involving fire, accidental or willful damage or destruction; resist attempted violations, apprehend and detain offenders, and turn over cases and violators to law enforcement officials. Security Officers may be uniformed, armed or unarmed, and may display badges of authority. Clients include government agencies, public utilities, healthcare operations, and business establishments. Officers serve at fixed posts or patrol assigned areas on foot or by vehicle. Protective duties include enforcement of administrative rules and regulations; traffic control; parking, building, or other facility access; and breaches in physical security controls (locks, fences, gates, or other barriers). Officers control the movement of persons and protect lives and personal property in and around the areas being protected. In a hospital setting, an Officer may be required to help in dealing with patients who are mentally or physically ill, or others whose actions are influenced by distress associated with their medical condition and thereby pose a threat. Additional duties may include escorting persons and valuables; driving vehicles; operating radios; detecting and reporting potential hazards; making preliminary checks of violations; conducting investigative operations; taking witness statements; identifying, detaining, and questioning violators; protecting incident scenes; and preparing reports of incidents or security conditions. Control desk duties may include monitoring alarm systems, closed circuit television systems, and telephone or radio networks, Officers relay messages, maintain logs, and assist in dispatching personnel and equipment. Officers exercise their authority by administering rules and regulations, within the confines of customer and supervisory instructions, most often as specified within the service contract, procedure manuals, operational guidelines, and related documents,

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ❖ On a regular basis must be able to climb, lift up to 50 lbs, push, balance, stoop, kneel, crouch, crawl, reach, *run*, walk, stand, drive, sit, talk, hear and is required to use hands to finger, handle, or feel.
- ❖ Able to respond to alarms, patrol facilities on foot or by operating a vehicle, investigate incidents, and identify and pursue suspects.
- ❖ Previous security or related experience may be required in addition to possession of or ability to obtain a guard license, firearms certificate, driver's license, first aid certificate, CPR card, baton certificate, mace certificate, and/or safety certificate.
- ❖ Pass a background investigation including credit check, driving record examination, criminal history, employment verification, and I-9 certification.
- ❖ Communicate orally in the English language with the general public in a one-on-one, face-to-face setting. Communicate orally in the English language by telephone or two-way radio. Understand and carry out oral and written instruction provided in the English language. Prepare written documents in the English language with clearly organized thought with proper sentence construction, punctuation, and grammar.
- ❖ Work cooperatively, courteously, yet firmly with all segments of the general public.
- ❖ Work safely without presenting a direct threat to self or others.
- ❖ Must possess High School Diploma or GED),

ADDITIONAL REQUIREMENTS:

- ❖ Some positions require certification by the Police Department in the use of non-lethal security equipment, such as: Handcuffs and "pepper spray," by the end of the probationary period. Such certification must be renewed on an annual basis.
- ❖ Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable operating the vehicles safely, possess a valid driver's license and have an acceptable driving record; Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- ❖ Some positions will require the performance of other essential and marginal functions depending upon work location assignment or shift.

Applicants Signature:	Applicants Printed Name:	Date Signed:
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APPLICATION FOR EMPLOYMENT CONTINUED

The work of a Security Officer requires the ability to communicate verbally and in writing. It is necessary for an Officer to be able to receive instructions and to write complete and concise reports. Are you able to clearly communicate in English, in both written and spoken word? _____
Are you fluent in English? _____ Speaking () Yes () No Reading? () Yes () No Writing? () Yes () No
Fluent language ability other than English: Language: _____ () Speak () Read () Write

SECTION A: PHYSICAL ABILITIES

- ❖ Are you ABLE to perform the essential job functions of the job applied for? () Yes () No Restrictions: _____
- ❖ Can you stay awake and alert for prolonged periods of 8 min hours? () Yes () No Restrictions: _____
- ❖ Can you stand for prolonged periods of time? () Yes () No Restrictions: _____
- ❖ Can you sit for prolonged periods of time? () Yes () No Restrictions: _____
- ❖ Can you reach above your shoulders? () Yes () No Restrictions: _____
- ❖ Can you bend down and lift 20 pounds? () Yes () No Restrictions: _____
- ❖ Can you work protracted and/or irregular hours? () Yes () No Restrictions: _____
- ❖ Can you ride a bicycle? () Yes () No Restrictions: _____
- ❖ Can you push wheelchair bound persons? () Yes () No Restrictions: _____
- ❖ Can you work on slippery and uneven surfaces? () Yes () No Restrictions: _____
- ❖ Can you physically protect yourself and others around you? () Yes () No Restrictions: _____
- ❖ Can you run, stop, crouch, crawl, and drive? () Yes () No Restrictions: _____
- ❖ Can you assist in the movement of an incapacitated person in the event of an Emergency or Hospital evacuation? () Yes () No Restrictions: _____
- ❖ Can you ascend and descend 3 flights of stairs? () Yes () No Restrictions: _____

If NO, what can be done to accommodate your limitation? _____

SECTION B: WHAT YOU NEED TO KNOW

____ Initial If hired, you are expected to follow orders while on duty.

____ Initial A urine sample is required for employment. Additional screenings may be conducted at any time during employment. While being employed, the results could result in immediate termination

____ Initial A DMV, criminal, and credit check will be conducted prior to and anytime during employment. While being employed, the results could result in immediate termination.

____ Initial There are grooming standards which must be adhered to at all times while on the job.

It is the policy of SECURITY DEFENSE to exercise business and personnel practices designed to ensure the realization of equal employment opportunity for all persons without regard to race, sexual orientation, color, age, religion, sex, national origin or ancestry, political belief, physical or mental impairment that does not prohibit performance of essential job functions, medical condition including genetic characteristics or marital status.

____ Initial I hereby certify that I have knowingly withheld any information that may adversely affect my chances of employment that the answers given by me are true and correct to the best of my knowledge, regardless of the time elapsed before discovery I further certify that I, the undersigned applicant have personally completed this application. I understand that any omissions or misstatement of material fact on this application or any other document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed.

____ Initial I hereby authorize SECURITY DEFENSE to thoroughly investigate my references, work record, education and other matters related to determining my stability for employment and further authorize the references I have listed to disclose to Security Defense, any and all letters, reports, and other information, related to my work record, without giving me prior notice of such disclosure. In addition I hereby release Security Defense my former employers and all corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or un any way related to such investigation or disclosure.

____ Initial I understand that employment is contingent upon the satisfactory completion of pre-employment screening which may include but not limited to a background check(s) to include a credit report history, criminal background check, a department of Motor Vehicles check, a personal reference check, and other requirements. I understand that I may request a copy of these reports as stated in the disclosure and release authorization form.

____ Initial I understand that nothing contained in this application or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Security Defense. In addition I understand and agree that if employed, my employment is for no definite or determinable period and may be terminated at any time with or without prior notice at the option of either myself or Security Defense, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by the president and CEO of Security Defense.

____ Initial I understand that applications are valid for 90 days from the date submitted. If I am interested in my application being reconsidered at the end of that time period, I should reapply.

Applicants Signature:	Applicants printed name:	Date signed:
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