

Standard Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

"Employer"	Position applying for
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PERSONAL DATA

Name (last, first, middle)				
Street Address and/or Mailing Address		City	State	Zip
Home Telephone Number		Business Telephone Number	Cellular Telephone Number	
Date you can start work	Salary Desired	Do you have a High School Diploma or GED? Yes ☐ No ☐		

POSITION INFORMATION

Check all that you are willing to work

Hours: Full Time ☐ Part Time ☐	Days ☐ Evenings ☐	Swing ☐ Graveyard ☐ Weekends ☐	Status: Regular ☐ Temporary ☐
Are you authorized to work in the U.S. on an unrestricted basis?			Yes ☐ No ☐
Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.) If yes, explain:			Yes ☐ No ☐
Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job? Yes ☐ No ☐			
Can you perform these essential functions of the job with or without reasonable accommodation? Yes ☐ No ☐			

QUALIFICATIONS

Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

SPECIAL SKILLS

List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.)

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REFERENCES

Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Address/City/State	Phone	Relationship

WORK HISTORY Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

Job Title #1	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer? Yes ☐ No ☐ N/A ☐

Job Title #2	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #3	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #4	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature

Date

STATEWIDE PROTECTIVE SECURITY

Job Qualifications, Description, Procedures

Looking for people 18 years of age or older, authorized to work in the United States, have a valid driver's license and have a reliable automobile.

Must be neat in appearance, clean shaved, presentable hair length, proper wearing of uniform provided by company.

Must have proper attitude when working with the public. Social Conversations while working in public places should be minimal and deemed necessary. Private use of cell phones unless work related should not be used unless on an assigned break or emergency. Breaks are minimal depending on hours of work and should not be abused.

Must be able to walk/stand for periods of time depending on assignment.

All employees must complete a Daily Activity Log and Incident Report which are provided by Statewide Protective Security, and must be clear and legible.

Must be on time and at least onsite 15 minutes prior to shift start time. Must have and carry a pen, pad and flashlight while on duty.

All hours of work must be reported by calling into the office on Monday of each week by 11AM, failing to do so will effect payroll and proper payments for work completed.

Work assignments are available at the office pick up box on Sunday mornings. It is your responsibility to pick up your assignment sheets. Failure to do so may be noted and a warning may be given.

Employee must text Supervisor's cell phone when arriving and departing work assignment. If you are calling out please do not text. This requires you to call and speak to your Supervisor so proper coverage can be provided.

Our clients are important to us and abiding by their regulations is our utmost concern.

All above qualifications, descriptions, and procedures are essential in job performances. This document does not create an employment contract, but failure to follow procedures and policies can and will result in 1st offense oral warning, 2nd offense written warning, 3rd offense suspension or termination.

My signature indicates that I have read and understand the above qualifications, descriptions, and procedures required of me.

signature

date