

# Midtown Protection

## EMPLOYMENT APPLICATION

(Please Print in Ink)

The following qualifications and conditions are required in order to be a Security Officer for Midtown Protection:

1. Valid Current Guard Registration.
2. Have no criminal record.
3. Be physically able to perform the job.
4. Be able to read and write legibly.
5. Be able to get along with people.
6. Pass an extensive background check.
7. Be of moral character.
8. Be Dependable.
9. Have reliable means of transportation to and from work at all times.
10. Have a working telephone at their residence or message phone where they can be reached.
11. Accept the hourly wage offered for employment.

In any Security Company sites are temporary and at some point another will come to an end.

Example:

1. Contract may end and another Security Company may put in a better bid.
2. Construction sites – Building developments may be completed and may no longer need guard services.
3. You may be removed from your site due to negligence or other circumstances.

Midtown Protection does not guarantee work in the area you reside.

Providing your signature acknowledges you have read and understand the above qualifications.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

Midtown Protection is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state, or federal laws.

Position(s) Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

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

Mobile Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

How Did You Hear About Us?

Newspaper Ad       Employment Agency       Current Employee \_\_\_\_\_

Other \_\_\_\_\_

Are you legally eligible to work in the United States?      YES      NO  
(Proof of eligibility will be required upon offer of employment)

Are you over the age of 18 years?      YES      NO  
(If no, you may be required to provide authorization)

Can you with or without reasonable accommodation perform the essential Functions of this job? (If you have any questions about the functions of the job, please ask the interviewer before answering this question.)      YES      NO

Have you ever applied to Midtown Protection before?      YES      NO  
(If yes please give date.) \_\_\_\_\_

Have you ever worked for Midtown Protection before?      YES      NO  
(If yes please give date.) \_\_\_\_\_

Have you ever been convicted of a felony?      YES      NO  
(A conviction will not necessarily disqualify you.)  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a valid driver's license?      YES      NO

Have you been convicted of any moving violations in the past five years?      YES      NO  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Is anyone related to you employed by Midtown Protection?      YES      NO  
If yes, please give their name and relationship to you. \_\_\_\_\_  
\_\_\_\_\_

Have you received any job-related training in the U.S. Military? YES NO

If yes, please give dates and an explanation: \_\_\_\_\_

\_\_\_\_\_

Have you ever been fired or asked to resign from a job? YES NO

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

What salary or rate of pay do you expect to receive if employed? \_\_\_\_\_ Hourly Salary

On what date would you be available to work? \_\_\_\_\_

**Availability:**

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

(If employed, you are required to inform your supervisor in writing, should availability change.)

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Education:**

	Name and Location of School	Course of Study or Major	# of Years Completed	Diploma/ Degree
Elementary				
High School				
College				
Graduate				
Vocational				

Please list any academic honors, scholarships, offices held, etc. (Do not list any which reflect race, color, religion, gender, national origin, age, disabilities or veteran status.) \_\_\_\_\_

\_\_\_\_\_

Describe any specialized training, apprenticeships, licenses or skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Employment History

Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at Midtown Protection.

**Company Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Employment Dates:** From \_\_\_\_\_ To \_\_\_\_\_ **Name of Supervisor:** \_\_\_\_\_  
**Salary:** Start \_\_\_\_\_ End \_\_\_\_\_  
**Title:** \_\_\_\_\_ **Describe your duties:** \_\_\_\_\_  
\_\_\_\_\_

**Reason for leaving and explanation:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Employment Dates:** From \_\_\_\_\_ To \_\_\_\_\_  
**Name of Supervisor:** \_\_\_\_\_ **Salary:** Start \_\_\_\_\_ End \_\_\_\_\_  
**Title:** \_\_\_\_\_ **Describe your duties:** \_\_\_\_\_  
\_\_\_\_\_

**Reason for leaving and explanation:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Employment Dates:** From \_\_\_\_\_ To \_\_\_\_\_  
**Name of Supervisor:** \_\_\_\_\_ **Salary:** Start \_\_\_\_\_ End \_\_\_\_\_  
**Title:** \_\_\_\_\_ **Describe your duties:** \_\_\_\_\_  
\_\_\_\_\_

**Reason for leaving and explanation:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Employment Dates:** From \_\_\_\_\_ To \_\_\_\_\_  
**Name of Supervisor:** \_\_\_\_\_ **Salary:** Start \_\_\_\_\_ End \_\_\_\_\_  
**Title:** \_\_\_\_\_ **Describe your duties:** \_\_\_\_\_  
\_\_\_\_\_

**Reason for leaving and explanation:** \_\_\_\_\_

Please provide any other information that you feel will help us in considering your application for employment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## References

Please list three persons, who are not related to you or previous supervisors, who can provide professional references.

Name	Address	Phone number	Relationship/ Occupation	Years Known

### Applicant Acknowledgement and Authorization

**\*Please read carefully before signing\***

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate, and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Midtown Protection (hereinafter referred to as “MP”) that such employment with MP is at will, for no specified duration and may be terminated by either MP or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of MP or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of MP except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President of MP.

In consideration for employment with MP, if employed, I agree to conform to the rules, regulations, policies, and procedures of MP at all times and understand that such obedience is a condition of employment. I understand that due to the nature of MP business, attendance and punctuality are considered essential requirements of every job a MP and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with MP, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to MP and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is consider current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.

By signing below I acknowledge that I have read, understood and agree to the above statements.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

# MIDTOWN PROTECTION

## DRUG & ALCOHOL TESTING POLICY

### Drug Free Work Place

1. Pre-employment and or random drug and alcohol screening is currently in effect at Midtown Protection. All employees are subject to drug or alcohol testing at anytime.
2. Any employee that is injured while on duty will submit to a drug test within 8 hours of such injury.
3. If any Midtown Protection employee is found to be in violation of our drug and alcohol policy he or she will be terminated.
4. If any Midtown Protection employee is directly or indirectly responsible for the loss of a client(s) contract due to their negligence, civil procedures within the limits of the law will occur, causing potential compensation by Midtown Protection of said employee.

I have read and understand the information stated above:

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

# MIDTOWN PROTECTION

## REPORT WRITING SAMPLE

**Directions:**

Please take a moment to read the fictional story listed below. By using your security training, you will need to provide a detailed report below. The report you provide will be part of the application evaluation.

“You are conducting a foot patrol at MP Apartments in Dallas which you have patrolled for approximately one month. Your post orders are to report suspicious vehicles, individuals and activity on the property that seem unusual. At 0100, you observe one driver along with three passengers sitting inside a vehicle. The vehicle is a 2003 black Honda Accord. License plate #MP12345. The driver appears to be approximately thirty-five years old, Caucasian male, and appears to be drinking an alcoholic beverage. The front-right passenger is approximately fourteen, Hispanic female, and appears to be drinking an alcoholic beverage as well. Rear passengers appear to be in their early twenties, both African-American. The individuals and vehicle have not been previously observed in the gated apartment community. As you approach the vehicle, it seems as though the rear seat passengers are attempting to either hide or retrieve something from the lower part of the vehicle. Smoke is present.

### DAILY ACTIVITY REPORT

FROM \_\_\_\_\_ TO \_\_\_\_\_ OFFICER \_\_\_\_\_ DATE \_\_\_\_\_  
 SHIFT \_\_\_\_\_ LOCATION \_\_\_\_\_ RELIEF \_\_\_\_\_

TIME	<u>OBSERVE – WHO, WHAT, WHEN, WHERE, WHY</u>

OFFICER SIGNATURE \_\_\_\_\_

# Midtown Protection

## Informed Consent

### Application Policies:

1. We do not hire everyone who applies.
2. We may not interview you today. We may or may not call you another day for an interview.
3. We do not always make hiring decisions instantly. Depending on the number of applicants, decisions may take several days.
4. Hiring decisions are based on a number of factors. We do not discuss the reasons for our hiring decisions with applicants, regardless of whether or not they are hired.
5. We will call you if we have a job for you.
6. We are an equal opportunity employer. The race, color, national origin, gender, religion or qualified disability of an applicant does not play a role in hiring decision.
7. I agree to keep the contents of this survey confidential and will not share the survey questions with anyone.

I have read, understand and agree to comply with these policies. I affirm that the information I provide about myself on application forms, surveys, tests and during interviews is true and correct. I understand that the information I provide will be used in making a hiring decisions, I consent to it being used for this purpose, and I hereby waive any claims that I have, or might have, regarding the use of this information for hiring decisions.

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Applicants Signature

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Date



