



## MINIMUM HIRING CRITERIA

PLEASE ANSWER THE FOLLOWING QUESTIONS

- 1) Are you at least 18 years of age?      **YES**      **NO**
- 2) You must fill-out the application completely. Partially completed applications will not be accepted. Have you done so?      **YES**      **NO**
- 3) Do you have a means of communication, i.e., telephone (this number must be a number that you can be reached at)?      **YES**      **NO**
- 4) Do you have a means of reliable transportation, i.e., car, public transportation?      **YES**      **NO**
- 5) Do you have the legal right to work in the United States?      **YES**      **NO**
- 6) Are you able to communicate effectively in English, i.e., both verbally and in writing?      **YES**      **NO**
- 7) Are you willing to participate in **guardNOW** pre-employment procedures, including drug screening, background investigations, etc?      **YES**      **NO**
- 8) Do you meet the minimum State Guard Card requirements?      **YES**      **NO**
- 9) Do you have a felony conviction for any violent crime, or crimes involving drug usage, cultivation, transporting, and/or selling of illicit drugs?      **YES**      **NO**
- 10) Your hair must be clean and neatly groomed at all times, and may not constitute a distraction, which includes hair passing the collar, and ponytails. No facial hair is allowed except for a neatly trimmed mustache. Are you willing to abide by these terms?      **YES**      **NO**

**Applicants Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# APPLICATION FOR EMPLOYMENT

## guardNOW An Equal Opportunity Employer

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

How did you hear about us? : \_\_\_\_\_

Job Applied for \_\_\_\_\_ Today's Date \_\_\_\_\_

Are you seeking: Full-time Part-time Temporary employment? When could you start work? \_\_\_\_\_

Last Name	First Name	Telephone Number	E-mail
_____			
<b>Present Street Address</b>		<b>City</b>	<b>State Zip Code</b>
_____		_____	_____

Are you 18 years of age or older? Yes No (If you are hired you will be required to submit proof of age.)

Social Security Number \_\_\_\_\_ if hired, can you furnish proof you are eligible to work in the U.S.? Yes No

Do you have a guard card? Not Applicable Yes No Expiration Date \_\_\_\_\_

Do you have any of the following permits: Not Applicable Gun: Yes No Baton: Yes No CPR: Yes No

Have you ever applied here before? Yes No If yes, when? \_\_\_\_\_

Were you ever employed here? Yes No If yes, when? \_\_\_\_\_

Have you ever been convicted of any law violation (except a minor traffic violation)? Yes No

If yes, give details \_\_\_\_\_

Are you now or do you expect to be engaged in any other business or employment? Yes No

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

Do you have a valid driver's license? Yes No Driver's License Number \_\_\_\_\_ Class of License \_\_\_\_\_

Vehicle Model: \_\_\_\_\_ Year: \_\_\_\_\_

Have you had your driver's license suspended or revoked in the last 3 years? Yes No

If yes, give details: \_\_\_\_\_

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability or other protected status.) \_\_\_\_\_

\_\_\_\_\_

List Name and Address of Schools	Years Completed	Diploma Degree Certificate	Subjects Studies
High School or GED: _____			
College or University: _____			
Vocational or Technical: _____			

\_\_\_\_\_

\_\_\_\_\_

What skills or additional training do you have that are related to the job for which you are applying? \_\_\_\_\_

\_\_\_\_\_

What machines or equipment can you operate that are related to the job for which you are applying? \_\_\_\_\_

### Shift and Hours Preferred / Available

Day Shift	M	TU	W	TH	F	SA	SU
Swing Shift	M	TU	W	TH	F	SA	SU
Grave Yard Shift	M	TU	W	TH	F	SA	SU

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. **Please give month and year.**

Name of employer:		Job title and duties:
Address:		Date of employment: From                      To
City, state, zip:		Pay:                      Start \$                      Final \$
Supervisor:	Telephone:	Reason for leaving:
Name of employer:		Job title and duties:
Address:		Date of employment: From                      To
City, state, zip:		Pay:                      Start \$                      Final \$
Supervisor:	Telephone:	Reason for leaving:
Name of employer:		Job title and duties:
Address:		Date of employment: From                      To
City, state, zip:		Pay:                      Start \$                      Final \$
Supervisor:	Telephone:	Reason for leaving:
Name of employer:		Job title and duties:
Address:		Date of employment: From                      To
City, state, zip:		Pay:                      Start \$                      Final \$
Supervisor:	Telephone:	Reason for leaving:

Have you worked under any other name: .....  Yes  No

If yes, give names: \_\_\_\_\_

Are you presently employed? .....  Yes  No

If yes, may we contact your present employer? .....  Yes  No

Have you ever been fired from a job or asked to resign? .....  Yes  No

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

Emergency Contact: \_\_\_\_\_ Emergency Phone Number: \_\_\_\_\_

\_\_\_\_\_ Give two references, not relatives or former employers.

Name	Address	Phone

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize and agree to cooperate in a thorough investigation of all statements made herein and other matters relating to my background and qualifications. I understand that any investigation conducted may include a request for employment and educational history, credit reports, consumer reports, investigative consumer reports, driving record, and criminal history. I authorize any person, school, current and former employer, consumer reporting agency, and any other organization or agency to provide information relevant to such investigation and I hereby release all persons and corporations requesting or supplying information pursuant to such investigation from all liability or responsibility to me for doing so. I understand that I have the right to make a written request within a reasonable period of time for complete disclosure of the nature and scope of any investigation. I further authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the job for which I am being considered or any future job in the event that I am hired.

I understand that compliance with the Company's Corporate Code of Conduct is a condition of my employment.

I understand I may be required to successfully pass a drug-screening examination. I hereby consent to a pre-and/or post-employment drug screen as a condition of my employment, if required.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice.

I have read, understand, and by my signature consent to these statements.

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

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

**FOR OFFICE USE ONLY**

Overall Appearance Fair Good Excellent

Overall Experience Fair Good Excellent

Languages: \_\_\_\_\_