

# Proactive Security/ Pro Guard USA

## APPLICATION FOR EMPLOYMENT WE ARE AN EQUAL OPPORTUNITY EMPLOYER

ALL EMPLOYEES WILL BE CONSIDERED FOR EMPLOYMENT WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, ANCESTRY, NATIONAL ORIGIN, MARITAL STATUS, VETERAN STATUS, MEDICAL CONDITIONS, HANDICAP, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION OR ANY OTHER STATUS PROTECTED BY LAW.

### PERSONAL

How did you hear about Proactive Security/Pro Guard USA:

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\_\_\_\_\_  
Name (Last, First, Middle) Date

\_\_\_\_\_  
Street Address City, State, Zip

\_\_\_\_\_  
Home Number Mobile Number

Do you have a valid driver's license? [ ] Yes [ ] N License # \_\_\_\_\_ State \_\_\_\_\_

Position applied for:  
\_\_\_\_\_

Do you hold a State Reg. Guard Card? [ ] Yes [ ] N Permit Number: \_\_\_\_\_

Do you hold a State Firearms Permit? [ ] Yes [ ] N Permit Number: \_\_\_\_\_

Have you ever had a security clearance? [ ] Yes [ ] N What Level: \_\_\_\_\_

Type of employment desired [ ] Full-Time [ ] Part-Time Overtime? [ ] Yes [ ] No

Shift Availability: Morning [ ] Yes [ ] No Swing [ ] Yes [ ] No Grave [ ] Yes [ ] No

Are you under the age of 18? [ ] Yes [ ] No

Do you have the legal right to live and work in the United States? [ ] Yes [ ] No

Will you be able to perform safely and efficiently all functions of the job(s) for which you are assigned?

Yes  No If no, please explain:

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Employees for certain positions will be required to undergo a physical examination including drug, and alcohol testing to ensure that they can safely and effectively perform the job for which they are assigned. Will you take a physical examination or testing if required for pre-employment screening?  Yes  No

Will you comply with the safety, work, attendance and employment policies of our organization?

Yes  No

Have you ever been convicted of a felony?  Yes  No

Are you a veteran?  Yes  No

Branch of service: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

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**For Office Use Only**

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Transportation: \_\_\_\_\_ Pay Rate: \_\_\_\_\_ Authorized By: \_\_\_\_\_

Armed Guard: Yes \_\_\_\_\_ No \_\_\_\_\_ Club Guard: Yes \_\_\_\_\_ No \_\_\_\_\_

**EDUCATION**

School	Name & Location of School	Course of Study	Years Completed	Did you Graduate?	Degree or Diploma
Graduate School					
College					
Trade School					
High School					
Other					

**EMPLOYMENT HISTORY**

Company Name: \_\_\_\_\_ Date of Employment: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Position & Pay Rate: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ May we contact? \_\_\_\_\_

Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_

Company Name: \_\_\_\_\_ Date of Employment: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Position & Pay Rate: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ May we contact? \_\_\_\_\_

Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_

Company Name: \_\_\_\_\_ Date of Employment: \_\_\_\_\_

Address:

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Telephone Number: \_\_\_\_\_ Position & Pay Rate: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ May we contact? \_\_\_\_\_

Responsibilities:

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## REFERENCES

Name	Occupation	Years Known & Relationship	Telephone Number

## Pre-Hire Test

Answer the following questions by placing an answer of True (T) or False (F) in the space provided.

1. \_\_\_\_\_ You should take all possible steps to protect a crime scene after you witness a crime?
2. \_\_\_\_\_ You must report all injuries immediately?
3. \_\_\_\_\_ You should never approach a potentially hostile subject without backup?
4. \_\_\_\_\_ Appearance is an important part of a security job?
5. \_\_\_\_\_ I must fill out a daily activity report on all posts?
6. \_\_\_\_\_ Excellent appearance is required to be promoted?
7. \_\_\_\_\_ I am responsible for my own transportation to and from work?
8. \_\_\_\_\_ If I need a day off, I should inform the office the week prior by written request?
9. \_\_\_\_\_ It is important to me to have a steady job?
10. \_\_\_\_\_ I have a lot of self-pride?

## Writing Sample

As an employee you will be required to write logbook entries and fill reports related to your job. In the space below use 75 to 300 words to write a summary of the incident listed. In your summary be sure to include the basic report writing requirements of who, what, when, where, why and how.

Incident:

You are a security officer at Smiths Shopping Center. It's a Saturday afternoon on 7/31/12 and you are patrolling in front of Bill's Card Shop. You notice a customer leaving the Sports Bar and Grill that appears to be having trouble walking, however they are not causing any trouble. As you continue to patrol you hear a crash and look and see two cars have struck each other in the parking lot in front of Bill's Card Shop. You proceed to the accident and notice that a Black Ford Escort, driven by a 25 year old female and a Blue Honda Civic, driven by a 45 year old male you saw leave the Sports Bar and Grill had collided. The Blue Honda Civic apparently backed into the Black Ford Escort. You notify the police and the 45 year old male is arrested for DUI.

Write a summary of this event in the area below:

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## Acknowledgment

1. Any acceptance of employment will be predicted upon the truthfulness of the written and verbal statements contained within this application for employment and pre-employment process. I understand that should the company find that any statement(s) I have made is not truthful, I may be subject to immediate dismissal.
2. I authorized my employer to make any investigation deemed necessary for employment considerations and promotion within the organization.
3. I understand I am not guaranteed employment for a specific time. I further understand that my employment with the organization does not constitute any form of contract, implied or expressed, and employment will be terminate at will be myself or Proactive Security/Pro Guard USA upon notice of one party to the other. My continued employment is dependent on satisfactory performance and the continued need for my services as determined by Proactive Security/Pro Guard USA.
4. I understand that my employer sets any all terms of my employment including: wages, hours, benefits, or other conditions and I will learn and comply with the safety rules.
5. I acknowledge that I have personally completed this application for employment and that I have read and understand all of the above statements.

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Signature of Applicant

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Date