

NELFRID SECURITY SERVICES

With us you are safe

Employment Information for Security Personnel

Dear Applicant:

Thank you for your interest in *NelFrid Security Services*. To assist both you and NelFrid in determining whether a Security Officer position is the proper career field for you some pertinent information is provided to make you aware of some of our established standards.

To be considered for employment, please complete all the section of the attached application packet. Return the completed sections to your regional NelFrid recruiter office. Your application will then be reviewed. **If your availability and qualifications match the requirement of our current openings, we will contact you to arrange an interview.** Please do not call regarding the status of your application.

In the event that we are unable to match your availability and qualifications with a current requirement, your application will remain active in our database for six (6) months and will be reviewed against future openings.

To be considered for employment with NelFrid Security, **BASIC QUALIFICATIONS** include the following:

- At least 18 years of age or state age requirement
- Able to provide proof of ability to work in the United States
- Ability to read, write and speak English
- High school diploma / GED or 2 years of verifiable full-time work experience
- Ability to interact with the public in a direct and professional manner
- Ability to perform the essential functions of the position with or without reasonable accommodation
- No felony convictions and negative result on the pre-employment drug screen
- Ability to successfully complete basic orientation training and testing

STATE MANDATED LICENSING

Many states require that the State Division of Licensing must license security officers. If you currently hold a valid license, please bring a copy to your interview. In some states, transfer and new license fees may be required. In many cases, NelFrid Security Services recruiting staff can assist in processing your application to the appropriate state agency and, if it is available, licensing fees can be paid through a payroll deduction.

APPEARANCE

Men – Conventional haircut, a natural color, collar length in the back, less than half the ear covered on the side. Neat, closely trimmed and groomed beard and mustache (if allowed at the client site). No earrings or piercing to be worn while on duty. Women – Conventional haircut, a natural color; if shoulder length or longer, must be pulled back for safety. Post type earrings no larger than a dime may be worn, No other visible piercing while on duty.

UNIFORMS

Uniforms will be provided by NelFrid Security Services for all sites. An escrow account may be established (where allowed by state regulations) for any uniforms that are lost or destroyed. If you leave the company, your escrow will be released when your uniforms are returned. Where escrows do not exist, deductions may be taken for uniforms not returned in acceptable condition.

BENEFITS

Medical, dental and life insurance are offered at most sites to full time employees. Full time employees enjoy paid vacation, paid holidays and, along with part-time employees' direct deposit.

IF YOU ARE CALLED FOR AN INTERVIEW, come dressed appropriately and be prepared with the following information:

- Driver's license or State ID or School ID or Military ID or passport
- Social Security Card or Birth Certificate of INS Employment verification
- Original or a certified copy of High School or College diploma or GED
- DD214 (Military Service Discharge)

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PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-4 DATE _____

Name _____

Last
First
Middle
Maiden

Present address _____

Number
Street
City
State
Zip

How long _____ Social Security No. _____ - _____ - _____
 Telephone (____) _____

If under 18, please list age _____

Position applied for (1) _____ Days/hours available to work
 And salary desired (2) _____
 (Be specific) _____

No Pre _____ Thur _____

Mon _____ Fri _____

Tue _____ Sat _____

Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL-OR PART-TIME

When available for work? _____

| TYPE OF SCHOOL | NAME OF SCHOOL | LOCATION (Complete mailing address) | NUMBER OF YEARS COMPLETED | MAJOR & DEGREE |
|---|----------------|--|---------------------------------|----------------|
| High School | | | | |
| College | | | | |
| Bus, Trade School, Professional School | | | | |

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes
 If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

DO YOU HAVE A DRIVER'S LICENSE? Yes No

What is your means of transportation to work? _____

Driver's license
 Number _____ State of issue _____ Operator Commercial (CDL) Chauffeur
 Expiration date _____

Have you had any accidents during the past three years? How many? _____
 Have you had any moving violations during the past three years? How many? _____

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MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience Please list your work experience for the **past five years** beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets is necessary.**

| | | | | | | | |
|----------------------------------|--|-------|------------------|---------------------|---------------|-------------------------|--|
| Name of employer | | | Employment dates | | Pay or salary | | |
| Address | | | From | | Start | | |
| | | | To | | Final | | |
| City | | State | | Zip | | Name of last supervisor | |
| Phone Number | | | | Your last job title | | | |
| Reason for leaving (be specific) | | | | | | | |

| | | | | | | | |
|----------------------------------|--|-------|------------------|---------------------|---------------|-------------------------|--|
| Name of employer | | | Employment dates | | Pay or salary | | |
| Address | | | From | | Start | | |
| | | | To | | Final | | |
| City | | State | | Zip | | Name of last supervisor | |
| Phone Number | | | | Your last job title | | | |
| Reason for leaving (be specific) | | | | | | | |

| | | | | | | | |
|----------------------------------|--|-------|------------------|---------------------|---------------|-------------------------|--|
| Name of employer | | | Employment dates | | Pay or salary | | |
| Address | | | From | | Start | | |
| | | | To | | Final | | |
| City | | State | | Zip | | Name of last supervisor | |
| Phone Number | | | | Your last job title | | | |
| Reason for leaving (be specific) | | | | | | | |

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Please list two personal references other than relatives and previous employers.

Name _____

Name _____

Position _____

Position _____

Company _____

Company _____

Address _____

Address _____

Telephone (____) _____

Telephone (____) _____

“I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED TO GIVE YOU AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DIFINITE TIME PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE.”

SIGNATURE: _____ DATE: _____

SEXUAL HARASSMENT IN THE WORKPLACE

It is the policy of *NelFrid Security Service* that all employees are able to work in an environment free from all forms of discrimination, including sexual harassment. No employee, either male or female, is to be subjected to sexual overtures or conduct, either verbal or physical, nor subjected to reprisals for reporting such conduct. Any employee that engages in such activities will be terminated from employment.

SIGNATURE: _____ DATE: _____

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

INTERVIEWED BY: _____ DATE: _____

HIRED: YES NO _____ POSITION: _____ DEPT: _____

SALARY/WAGE: _____ DATE REPORTING TO WORK: _____

APPROVED BY _____ BRANCH MANAGER _____

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by *NelFrid Security Services* (hereinafter called “the Company”), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee.

The employment-at-will, relationship between NSS and the undersigned cannot be altered except by a written instrument specifying the nature of such employment relationship signed by the President / General Manager of the Company. Both the undersigned and NSS Incorporated may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I understand that an employment position with NSS Incorporated is a position of trust and that concealment of past crimes or arrests and/or a refusal to participate in drug or alcohol testing is inconsistent with that trust and is grounds for dismissal. It is understood that the Company reserves the right to use its resources to conduct a general background check to verify any and all information provided by me in the application process. Therefore, I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and other, and hereby release the Company from any liability as a result of such contact.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of my employment application, the Company may request from a consumer-reporting agency an investigative consumer report containing information on my credit history. Upon written request from me, the Company will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party. Additionally, I understand that my employment is contingent on my review and acceptance of all applicable company policies and procedures pertaining to my position.

Pre-Employment Physical expense will be paid for by the applicant if he/she is hired and deduction will be made through the payroll. All applicants MUST do the physical before he/she can be considered for employment.

Signature of applicant _____ **Date:** _____

This Company is an *equal employment opportunity employer*. We adhere to a policy of making employment decisions without regard to *race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability*. We assure you that your opportunity for employment with this Company depends solely on your qualifications and experience.

Thank you for completing this application form and for your interest in our business.