

OFFICE USE ONLY	
Drivers License:	_____
Identification Card:	_____
Guard Card:	_____
Firearms Permit:	_____

# NATIONWIDE GUARD SERVICES

## EMPLOYMENT APPLICATION

**The following qualifications and conditions are required in order to be a Security Officer for Nationwide Guard Services:**

- Valid Current Guard Registration.
- Must have 8 hour refresher certificate of completion when applicable.
- Be physically able to perform the job.
- Be able to read and write legibly.
- Keep beard or facial hair short and neat.
- Be able to get along with people.
- Pass an extensive background check.
- Be of moral character.
- Be Dependable.
- Have reliable means of transportation to and from work at all times.
- Have a working telephone at their residence or message phone where they can be reached.
- Accept the hourly wage offered for employment.
- Flexibility and willingness to travel outside of your residence city. Nationwide Guard Services does not guarantee work in the area you reside.

**Application Policies:**

- We do not hire everyone who applies.
- We may not interview you today. We may or may not call you another day for an interview.
- We do not always make hiring decisions instantly. Depending on the number of applicants, decisions may take several days.
- 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.
- We will call you if we have a job for you.
- 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.

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

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

\_\_\_\_\_  
Date

## Security Officer Job Description

Responsibilities include however not limited to the following:

- Secures premises and personnel by patrolling property, monitoring surveillance cameras, inspecting buildings, equipment and access points.
- Obtains help by sounding alarm (where available).
- Prevents losses and damages by reporting irregularities, informing violators of policy and procedures.
- Controls traffic by directing visitors, employees and other foot and vehicle traffic.
- Completes detailed reports by recording observations, information, occurrences, surveillance activities, interviewing witnesses and when needed, obtaining signatures.
- Maintains Nationwide Guard Services reputation by performing your job in an honorable and professional manner. Wearing your uniform with pride and providing exceptional service to our clients in expected.
- Ensure the operation of equipment by completing preventive maintenance requirements, troubleshooting malfunctions and reporting any problems to the Patrol supervisor.
- Have a “Team Player attitude”.
- The ability to be flexible with changes in schedules and site location.
- Understand and follow “Post Order” duties.

## Security Officer Physical Requirements

Nationwide Guard Services provides services to many different types of clients. We may have many different types of sites that vary and change with very little notice. Physical requirements can vary from site to site depending on Post Orders. All officers are subject to be assigned to different types of site locations depending on Nationwide Guard Services need. The following are requirements needed to cover the many different assignments:

- Navigate distance and negotiate times.
- Perform hourly foot patrols. Foot patrols can vary from 1/8<sup>th</sup> of a mile to a mile per hour. (Foot patrols can take 15 minutes to an hour in an effort to protect the property and create visibility.)
- Foot patrols can be inside buildings or outside in the elements and inclement weather conditions.
- Surfaces and terrain can vary but may include carpet, tile, wood, concrete, asphalt, grass, curbs, uneven gravel and dirt and uneven ground services.
- Maneuver safely up and down flights of stairs multiple times during your shift. Stairs can be inside or outside.
- Lift, carry or push 5 to 50 pounds.
- Continuously stand at an assigned post between 2 to 10 hours (with legal break times).

I have read, understand and agree to comply with these requirements. 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 decision, 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.

Providing your signature acknowledges you have read and understand the above job description and physical requirements.

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

\_\_\_\_\_  
Date

Nationwide Guard Services 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.

Applicant Name: \_\_\_\_\_ Desired Position: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Mobile Number: \_\_\_\_\_ Home Number: \_\_\_\_\_  
 How Did You Hear About Us? \_\_\_\_\_

Are you legally eligible to work in the United States? <i>(Proof of eligibility will be required upon offer of employment)</i>	Yes:		No:	
Are you over the age of 18 years? <i>(If no, you may be required to provide authorization)</i>	Yes:		No:	
Can you with or without reasonable accommodation perform the essential functions of this job? <i>(If you have any questions about the functions of the job, please ask the interviewer before answering this question.)</i>	Yes:		No:	
Have you ever applied to Nationwide Guard Services before? <i>(If yes please give date.):</i> _____	Yes:		No:	
Do you have a valid driver's license?	Yes:		No:	
Is anyone related to you employed by Nationwide Guard Services? If yes, please give their name and relationship to you:	Yes:		No:	
Have you ever been fired or asked to resign from a job? If yes, please explain:	Yes:		No:	
On what date would you be available to work?				

Available for: Day:  Swing:  Grave:

Availability							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>AM</b>							
<b>PM</b>							
Schedule accommodations required for school?				<b>Yes:</b>		<b>No:</b>	
Schedule accommodations required for work elsewhere?				<b>Yes:</b>		<b>No:</b>	

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

Education				
	Name and Location of School/Institution	Course of Study	Number of Years Completed	Diploma/Degree/Certificate
Elementary				
High School				
College				
Training				
Please list any academic honors, scholarships, offices held, etc. <i>(Do not list any which reflect race, color, religion, gender, national origin, age, disabilities or veteran status.)</i> _____ _____				
Describe any specialized training, apprenticeships, licenses or skills: _____ _____				



**Applicant Acknowledgement and Authorization**

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 Nationwide Guard Services (hereinafter referred to as "NGS") that such employment with NGS is at will, for no specified duration and may be terminated by either NGS or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of NGS or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of NGS 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 NGS.

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

I understand that if offered a position with NGS, 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 may result in withdrawal of any employment offer or termination 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 NGS 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 considered 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

**Drug & Alcohol Testing Policy - Drug Free Work Place**

- Pre-employment and/or reasonable suspicion drug (including marijuana) and alcohol screening is currently in effect at Nationwide Guard Services.
- Any employee that is injured while on duty will submit to a drug test after such injury.
- If any Nationwide Guard Service employee is found to be in violation of our drug and alcohol policy, he or she will be terminated.
- If any Nationwide Guard Service 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.

I have read and understand the information stated above:

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