



Elite Security Forces LLC

Employment Application – Security Officer

Elite Security Forces is an equal opportunity employer. Applicants will be considered based on certifications, experience, and availability.

Elite Security Forces LLC is a drug-free workplace. Potential employees are required to pass a drug test before beginning employment. In addition, the job of a security officer of Elite Security Forces LLC has been designated as a high risk or safety-sensitive occupation subject to random urinalysis drug testing.

Job Responsibilities of Security Officer –

Maintain a drug free and harassment free work environment.

Have at all times on their person up to date credentials while on duty.
(CT guard card, blue card, company ID, driver's license, etc.)

Have an understanding of Local, State, and Federal statues, ordinances, and regulatory requirements as it relates to your job function.

Provided security measures to assigned post included but not limited to remaining aware of your surroundings and following specific instructions given in post orders.

Specifically –

Arrive prepared to work at beginning of shift with a clean neat appearance, neatly cut and groomed hair of natural color and uniform clean, pressed, and professionally worn.

Standing a specific post for periods of up to 7 hours and/or walking a patrol of up to 2 hours at a time.

Control access to clients' facilities, individuals, and information through identification of personnel and denying any unauthorized access. Keep all information confidential regarding clients, employees, and job function.

Observing, investigating and documenting any suspicious activity in addition to completion of daily patrol activity logs.

Respond to emergency situations in a calm manor while providing instruction to others if needed. Immediately notify local authorities and give them your full cooperation

Abiding to all general orders and policies as prescribed in the General Orders & Employment Handbook.

Instructions For Submitting Application

Complete entire application to the best of you ability. Do not use "see attached" with a resume. Do not leave any information blank. An n/a (not applicable) may be used where appropriate. Please send completed applications via facsimile or US mail.

Elite Security Forces, PO Box 636, Rocky Hill, CT 06067-0636

Facsimile 860-436-6012

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Phone: () _____ Alt. Phone: _____

Date Available: _____ Social Security No.: _____ Desired Wage: _____

Days & Times Available: _____

Security Officer Identification Card # _____ Expires _____ Instructor/Location _____

CT Pistol Permit # _____ Expires _____ Class _____ Instructor/Location _____

Are you a citizen of the United States?	YES	NO	If no, are you authorized to work in the U.S.?	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been Arrested for any reason?	YES	NO	If yes, explain: _____		
	<input type="checkbox"/>	<input type="checkbox"/>			

Would you require any accommodation(s) to perform the duties of this job?

Any conditions that may affect your ability to remain dependable, punctual, and professional (i.e. unreliable transportation, unreliable phone, etc.).

Are you willing to travel to work sites 30 minutes or more from your home address? Please express your limits for travel.

References

Please list three professional references, Friends or family members do not qualify.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain:

Previous Employment Past 5 Years (use a separate sheet if needed)

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Equal Employment Opportunity Form

Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

Home Phone: () _____ Social Security Number: _____
City State ZIP Code

Position Applied for: _____
Have You Applied Here Before, When? _____

Voluntary Information

*This information is being requested in accordance with federal regulations. The information is **voluntary** and will not be used when considering you for employment with our company.*

Racial or Ethnic Group

- American Indian/Alaskan Asian/Pacific Islander Black/African American
 Hispanic/Latino White/Caucasian Other

Gender

- Female Male

Military Service

- Pre-Vietnam Era Vietnam Era
 Post-Vietnam Era Disabled Veteran

How did you hear about this position?

- Newspaper Company Employee Professional Publication
 Job Fair Placement Office Web Site
 Other _____