



LAW SECURITY & INVESTIGATIONS, INC.

APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer of Choice

Position Applying For: _____ **Date:** _____

Name: _____
Last First Middle

Address: _____
Street City State Zip How Long?

Phone: _____ **Email:** _____

Previous Address: _____
Street City State Zip How Long?

How did you hear about us? _____

Do you have any friends or relatives that have worked or are working with us? YES NO If yes, who? _____

Have you worked for our company previously?

Yes, No, If yes, please explain: _____

Are you legally authorized to work in the U.S.? YES NO

NOTE: Proof of identity and legal authority to work in the United States is a condition of employment. _____

Desired Salary: \$ _____ **Distance and/or Time Willing To Travel:** _____ **Availability:** _____ **Date Available:** _____

Full Time Part Time Day Swing Grave

Are there any hours, shifts, or days you are NOT able to work?
 YES NO If yes, explain: _____

Can you perform the essential functions of the job with or without an accommodation?

YES NO If no, please explain: _____

The Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability unless undue hardship would result.

⋮

For Security Officer positions only:

Guard Card No. _____

Expiration Date: _____

State Issued: _____

Firearm Qualifications Permit No. _____

Expiration Date: _____

State Issued: _____

Do you have a reliable means of transportation?: Yes No

References:

List below 3 references, other than a relative or employer, who you have known for at least three years and have knowledge of your work performance (include Name, Relation, Address, Phone, and years Acquainted):

- 1. Name: _____ Address: _____ Phone: _____ Years Known _____
- 2. Name: _____ Address: _____ Phone: _____ Years Known _____
- 3. Name: _____ Address: _____ Phone: _____ Years Known _____

Education:

High School: _____ Diploma or GED? _____ Yes No

Post High School: _____ Degree: _____ Yes No

Employment History (for last 10 years – use back of page if necessary):

(1) Employer: _____ **Complete Address:** _____

Position: _____ **Employment Dates:** _____ **From:** _____ **To:** _____

Reason for Leaving: _____

May we contact them? YES NO **If yes, employer’s telephone:** _____

Contact Name: _____ **Title:** _____

(2) Employer: _____ **Complete Address:** _____

Position: _____ **Employment Dates:** _____ **From:** _____ **To:** _____

Reason for Leaving: _____

May we contact them? YES NO **If yes, employer’s telephone:** _____

Contact Name: _____ **Title:** _____

(3) Employer: _____ **Complete Address:** _____

Position: _____ **Employment Dates:** _____ **From:** _____ **To:** _____

Reason for Leaving: _____

May we contact them? YES NO **If yes, employer’s telephone:** _____

Contact Name: _____ **Title:** _____

(4) Employer: _____ **Complete Address:** _____

Position: _____ **Employment Dates:** _____ **From:** _____ **To:** _____

Reason for Leaving: _____

May we contact them? YES NO **If yes, employer’s telephone:** _____

Contact Name: _____ **Title:** _____

****Please explain any gaps between jobs:** _____

Security Officer or Related Work Experience

Applicant Name: _____ Date: _____

Complete the following questions:

<p>(1) Which company did you work for?</p> <hr/> <hr/>	<p>(2) Which company did you work for?</p> <hr/> <hr/>
<p>What type of account did you work at, i.e. bank, construction site, etc.?</p> <hr/> <hr/> <hr/>	<p>What type of account did you work at?</p> <hr/> <hr/> <hr/>
<p>What were your duties there?</p> <hr/> <hr/>	<p>What were your duties there?</p> <hr/> <hr/>
<p>(3) Which company did you work for?</p> <hr/> <hr/>	<p>(4) Which company did you work for?</p> <hr/> <hr/>
<p>What type of account did you work at?</p> <hr/> <hr/> <hr/>	<p>What type of account did you work at?</p> <hr/> <hr/> <hr/>
<p>What were your duties there?</p> <hr/> <hr/>	<p>What were your duties there?</p> <hr/> <hr/>

FOR SECURITY OFFICER POSITIONS ONLY:

PLEASE READ THE FOLLOWING STATEMENT AND THEN FILL OUT THE INCIDENT REPORT BASED ON THE FACTS.

Imagine you are a Security Officer *assigned to client site XYZ*. You are performing your assigned duties, conducting patrols in the client parking lot, when you observed someone breaking into a vehicle. In the space below, explain what action you would take.

SAMPLE INCIDENT REPORT

DATE: _____

TIME: _____

SITE/POST NAME: _____

WHAT HAPPENED: _____

WHAT WOULD YOU DO? _____

Signature

Date

Attention All Employment Applicants

This is NOT an offer of employment

On behalf of Law Security & Investigations, Inc., we are pleased that you are applying for employment with our company. By signing below, you acknowledge that you are aware of the following company policies:

At-Will Employment

Employment with Law Security & Investigations, Inc. is “at will.” This means that both the Company and the employee have the right to terminate the employment relationship at any time, for any reason, with or without prior notice or cause. Thus, nothing in this document or any other Company document should be understood as creating an offer of employment, guaranteed or continued employment, a requirement that “cause” exist before termination, or any other guaranteed or continued benefits. The at-will relationship can be changed only by an express individual written employment agreement signed by the Executive of the Company stating intent to do so.

Equal Employment Opportunity

➤ Law Security & Investigations, Inc. is an equal opportunity employer and makes employment decisions on the basis of merit. We will recruit, hire, retain, train, promote individuals, as well as administer any and all personnel actions, without regard to age, ancestry, citizenship, color, genetic characteristic or information, gender identity, gender expression, marital status, medical condition, mental disability, national origin, physical disability, pregnancy, breastfeeding or related medical condition, race, religion, sex or sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state or local laws.

Job Offers and Contingencies

➤ If your qualifications match our openings and you are made an offer of employment, all offers will be contingent upon the following conditions being met satisfactorily and timely. Contingencies must be met prior to commencing employment.

- Completing a post-offer drug test (if applicable)
- Reference Check (if applicable)
- Background and Criminal History Check (if applicable) (Under the California Fair Chance Act, you will receive an individualized assessment with an opportunity to respond.)
- Social Security Trace (if applicable)
- Proof of eligibility to work in the United States
- DMV Check (if applicable)
- Signed Acknowledgment of Receipt of Employee Policy Manual
- Verification of Guard License and any additional permits, as applicable
- Execution of Company Arbitration Agreement

- Execution of Confidentiality and Non-Solicitation Agreement

- Failure to meet all contingencies satisfactorily will result in the offer of employment being rescinded. In the rare occasion that a candidate may be allowed to commence work while waiting for the results of the contingencies, the employment would terminate immediately if any of the above contingencies is not satisfied.
- Offers of employment must be in writing, signed, and authorized by the Scheduling Manager and/or Executive of the Company in order to be valid.
- Managers, office assistances, or supervisors are not authorized to make verbal job offers and if this was to occur, the offer would not be authorized or legitimate and should be reported to the Executive of the Company as a violation of our policy.

Law Security & Investigations, Inc. relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Law Security & Investigations, Inc. 's exclusion of the individual from further consideration for employment or, if the person has been hired, immediate disciplinary action, up to and including termination of employment.

Acknowledgement of Receipt:

Please sign and acknowledge your being informed of the above and agreeing to our employment process.

Print Name

Signature

Date

Statement of Acknowledgement of Post-Offer Drug Testing

I, _____ acknowledge that any offer of employment is contingent upon the completion of a drug test . I fully understand that results of a positive drug/alcohol test will subject me to immediate termination.

I further acknowledge that if I pass with a negative drug/alcohol test, my employment is still “at-will”. This means that both I and the Company may terminate my employment with the Company at any time, with or without notice and with or without cause. Neither this letter nor any other oral or written representations may be considered a contract of employment for any specific period of time.

Applicant Printed Name

Applicant Signature

Date

Law Security & Investigations, Inc.
Supplemental Questionnaire

Applicant Name: _____ Date: _____

Complete the following questions:

1. What type of facilities have you worked at during your security career?

2. What do you like least about security?

3. What do you like about security assignments?

4. What are your three strongest character traits?

5. Why should we hire you versus other candidates?

6. How do you handle difficult situations while at work?

7. Describe any Technical Skills or Other Skills you may have: (i.e. Typing, WPM, Multi-Line switch, CPR, EMT, Etc...) Do you have any other special certifications? If so, what?

8. Have you ever been fired? YES NO

Explain:

SECURITY OFFICER- ESSENTIAL FUNCTIONS

LAW SECURITY & INVESTIGATIONS, INC.

Position Title: Security Officer

Employment Classification: Non-Exempt

Fundamental Objective: Perform all services required to observe and report all shift activity for the purpose of protecting the assets of clients and/or people, as applicable.

Level of Supervision Required: Limited supervision required. The Security Officer will operate with full knowledge of Company and Client policies and procedures and will exhibit a high level of independence and motivation.

Job functions will generally vary from post to post. Each post will require a security officer to perform some or all of the following essential duties, responsibilities, and functions, and may require some of the following physical requirements.

Essential Job Duties and Responsibilities:

- Must be 18 years or older.
- Must have a current State Licensed Certified Guard Card
- Must have High School diploma, GED or Equivalent.
- Must have vision correctable to 20/20.
- Able to tell the difference between standard colors.
- Capable of hearing ordinary conversation at 20 feet and whispered conversation at 10 feet, with each ear. The use of hearing aids or other devices is permissible.
- Ability to speak, read, write, and understand the English language.
- Write Daily Reports and other reporting along with possible pictures of the post.
- Able to perform normal or emergency duties requiring moderate to strenuous physical exertions, such as:
 - Standing, sitting or walking for an entire shift
 - Climbing stairs and ladders
 - Lifting or carrying objects weighing up to 30 pounds
 - Able to open and close latches, zippers, doors, fences/gates, and screw caps
 - Running, jogging, speed walk short distances
 - Reaching above the head
 - Bending to the floor

Are you able to perform all of these essential functions of the position of security guard with or without reasonable accommodations?

___ **YES**

___ **NO**

If requesting accommodations, please describe: _____

Date: _____

Employee Signature: _____

Employee Printed Name: _____

When a qualified disabled applicant requests an accommodation, Law Security & Investigations, Inc.'s staff will confer with the applicant on the type of accommodation(s) they need. When the applicant's disability is not obvious or known, or when additional medical clarification is needed, Law Security & Investigations, Inc. will seek appropriate documentation of the disability, limitations and the needed accommodation. Given the time sensitivity of the recruitment process, LSI will move as quickly as possible to make a decision, and if appropriate, to provide a reasonable accommodation.

EMPLOYMENT VERIFICATION

I, _____, authorize my employer / previous employer to release the following information to Law Security & Investigations, Inc..

Employer Name: _____ Fax No.: _____

Applicant's Name:

Position:

Phone No:

Home Address:

Applicant Signature

Date

Bottom portion must be completed by current / previous employer

The above individual has applied for employment with our company. We would appreciate your prompt response to our Request for Employment Verification by completing the following questionnaire. The appropriate release is enclosed. Thank you for taking the time to respond.

Position Held: _____

Employment Dates: from: _____ to _____ Salary Earned: \$ _____

Duties: _____

Was Termination Voluntary? YES NO If no, please explain: _____

Was notice given prior to applicant leaving the company? YES NO

Is applicant eligible for rehire? YES NO If no, please explain: _____

Did he/she have good attendance? Yes No Not applicable
Did he/she display good work habits? Yes No Not applicable
Did he/she have good communication skills? Yes No Not applicable
Did he/she work well with others? Yes No Not applicable
Did he/she have leadership skills? Yes No Not applicable

Signed

Printed Name

Date

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Printed Name

Date