

EMPLOYEE STATEMENT: (Please print clearly)

Name: _____ **Date:** _____
 Last First Middle
 Address _____ **City** _____ **Zip:** _____
 Phone # _____ **Cell#** _____ **S.S. #** _____
 Email: _____

ARE YOU AT LEAST 18 YEARS OF AGE- YES / NO

Are you a U.S. Veteran YES ___ / NO ___

Are you a US citizen YES ___ / NO ___

If you are not a US Citizen, do you have a valid Alien Registration card or a work permit? YES / NO

Driver's License _____ **State** _____ **Exp. Date** _____

Year & Make of Car _____

Emergency contact Name: _____ **Number:** _____ **Relationship:** _____

EMPLOYMENT HISTORY FOR THE LAST 5 YEARS--PLEASE PRINT (CONT'D PG 12)

Name and Address	Date Started	Date Ended	Supervisor	Phone	Position	Pay

Cambridge Security Services Corp. is an Equal Opportunity Employer

CSSC APPLICATION

List Three Personal References - No Relatives

Name and Address Known	Phone #	How Long

Education:

School Name and Address	Grade Completed	Attended From-	To	Honors
Grammar School	1 2 3 4 5 6 7 8			
High School	1 2 3 4			
College	1 2 3 4			
Technical of Trade				
Other Training In:				

Additional information; specialized training or licenses relevant to this job

Have you ever worked for Cambridge Security Services Corp, before? YES / NO

Print Name _____

Signature _____ Date _____

CSSC APPLICATION

In 20 words or more, please give us your reason for applying to CSSC, and why, you feel you would be an asset to our company.

PRE - EMPLOYMENT AGREEMENT

I agree that as a contract security company, Cambridge Security Services Corp., Is obligated to provide our clients with qualified, trained security officers. The schedules and the officers assigned to an account will be based on our clients needs.

Our clients have the right to revise, amend or delete their security schedules at anytime without notice. There are no permanent schedules indefinitely assigned to any officer employed with Cambridge Security Services Corp. Cambridge Security has the right to transfer and/or change an officer's schedule or site without notice or reason. Schedule changes can be made based on the company's or the client's needs. Cambridge Security Services Corp., reserves the right to employ and terminate any employ with or without cause, based solely on the company's personnel needs.

I further agree that as a Cambridge Security employee I cannot seek, or accept employment with any of Cambridge Security Service's Clients, for whom I have provided services while an employee of Cambridge Security Services Corp for a period of 180 days after the last day of employment with Cambridge Security Services Corp.

I, the undersigned, have read and fully understand these conditions and I am in agreement. I agree to adhere to its every word and letter.

EMPLOYEE (Print name)

EMPLOYEE (Sign name)

DATE

MANAGER (Print name)

MANAGER (Sign name)

DATE

Criminal Record:

The following information is required by law and by this agency. Answer Yes or No in the space provided. If any answer is yes, give complete details on back of page including: 1) The offence, 2) Date, Place, and Court in which conviction was entered, 3) Name of the law enforcement agency by which the investigation was conducted.

<u>Question</u>	<u>Yes</u>	<u>No</u>
Have you ever been convicted of?		
1) A High Misdemeanor.	_____	_____
2) Any offense involving moral turpitude.	_____	_____
3) Any offense wherein imprisonment for a term exceeding one year could have been imposed, regardless of the actual sentence imposed.	_____	_____
4) Illegal use, carrying or possessing a pistol or other dangerous weapon.	_____	_____
5) Making or possessing burglar’s instruments.	_____	_____
6) Buying or receiving stolen property.	_____	_____
7) Unlawful entry of a building.	_____	_____
8) Aiding escape from prison.	_____	_____
9) Unlawfully possessing or distributing habit forming narcotic drugs or any substance classified by the Controlled Dangerous Substances Act.	_____	_____
10) Violation of the Wiretapping and Electronic Surveillance Control Act.	_____	_____
11) Any law relating to obstruction of justice, official misconduct or bribery of any type.	_____	_____

Warning - Read this carefully: This employee statement is required by the Federal Uniform Crime Control and Safe Streets Act for such employees who may be required to have access to firearms in the course of their employment. False answers or misrepresentation contained in any answer may result in criminal prosecution and shall constitute cause, for discharge from any employment that may be tendered by **Cambridge Security Services Corp.** Your signature below certifies the accuracy of the statements made herein:

Print Name _____ **Signature** _____ **Date** _____

Witness: _____ **Title** _____ **Date** _____

Attention: Please Read the Foregoing Employee's Statement Carefully.

Your signature attests to the truthfulness of answers and all representations contained therein and are a sworn statement. This employee Statement is in two parts. The second part, directly below your signature line, is a **Release authorizing Cambridge Security Services to investigate your background and character.** The section below will be duplicated, and distributed to any source from which investigative material may be obtained. By your signature below, you have read the comments of this disclosure and consent thereto:

Print Name _____ **Signature** _____ **Date:** _____

Release:

I _____ S.S. # _____
authorize Cambridge Security Services Corp, to investigate my background and character. I authorize CSSC. Its agents and/or representatives, full access to any all of my personal and professional information. I further authorize duplication of this signed release and distribution of copies thereof to any sources of personal and/ or professional information from which said information is sought. **Such sources may rely upon this release as irrevocable permission for disclosure of personal and professional information.**

Print Name _____ **Signature** _____ **Date:** _____

Witness: _____ **Title** _____ **Date** _____

CSSC APPLICATION

I, _____, hereby agree that any and all information or

knowledge acquired while working for CSSC on its Clients or Personnel will be held in strict confidence and is the sole property of CSSC. **I further agree not to divulge any personal or professional information gained pertaining to CSSC its clients, or personnel to any source outside the CSSC office or to any competitor in the security or other related fields.** I fully understand that breach of this trust will give CSSC the right to take full legal action against me as allowed by law.

I make this commitment on my own behalf without any duress, threats, or force after having this document explained to me by the CSSC representative named below.

Name: _____ Signature: _____ Date: _____

Witness: _____ Title: _____ Date: _____

PRE-EMPLOYMENT SUBSTANCE ABUSE TEST RELEASE

Due to the nature of the duties that the CSSC Security officer (s) perform while working for CSSC, including the protection and safety of employees, directing traffic and control of same, visitors, and contractors, etc.. Each applicant is required to submit to a pre-employment substance abuse screening. The dates of the screening will be determined by the Human Resources Manager and/or the Vice President of CSSC. The tests will be administered at Cambridge Security’s facility, under strict confidentiality and chain of Custody, using a sealed test kit from American Screening Corporation, which after administration will be discarded and the results will be kept on file. The Results will be made available to the applicant. Records of the results will be kept secured in each individual’s personnel file at the CSSC office for a period of 7 years after the last day of employment (if employed), or 3 years if not employed at CSSC.

I acknowledge and agree with the following: As an applicant or employee if I do not agree with the results of the first Drug Test I can be re-tested. If I still do not agree with the results of the second test, I can be re-tested at my expense at a Facility, or a laboratory of the company’s choosing. However, I may only be re-tested at another facility once, if I fail a third time, I will be automatically disqualified from employment at CSSC or terminated if employed at the time of testing. I also acknowledge with my signature, receipt of this disclosure and that the test procedure was explained to me by the CSSC representative listed below.

Name: _____ Signature: _____ Date: _____

Witness: _____ Title: _____ Date: _____

CSSC APPLICATION

I, _____ an employee of CSSC received the following items:

_____ Short Sleeve Shirt	_____ Long Sleeve Shirt
_____ Pants- Navy / Gray	_____ Tie- Blue / Striped
_____ Spring Jacket	_____ Winter Parker / Bomber
_____ Hat/ S / W-8 Point/ winter	_____ Boots
_____ Whistle Set	_____ Blazer
_____ Shoes	_____ Sweater
_____ Belt	_____ Name Tag
_____ Photo ID	_____ Turtle Neck
_____ Tie Bar	
_____ Collar Insignia - SP, CPL, SGT, LT, CAPT	_____ other (_____)
_____ Flashlight _____ Holder	_____ Other (_____)

ID card Issued: _____ **Site:** _____ **Printed:** _____ **Code of Ethics given:** _____

Code of Ethics read: _____ **Orientation Form given:** _____ **By Whom:** _____

Managers Signature **DATE**

Employee Signature **DATE**

Cambridge Security Services Corp.
BASIC SKILLS TEST FOR NJ APPLICANTS
TO BE COMPLETED WITH THE APPLICATION

APPLICANT'S NAME: _____ **SCORE:** _____

DATE: _____

GIVEN BY: _____

1. Circle the word that best describes the responsibility of security employees:

Protection

Policy Making

Administration

2. **True or False**, Security officers make the policies and regulations that guide the organizations security program.

True

False

3. If a Security Officer on patrol comes across a problem or an emergency, the officer should contact which of the following people: **Circle all your choices.**

The Public Library
Fire Fighters
Typewriter Repairman
Company Lawyer
Key Personnel for Company

Police
Medical Help
Accountant
Interior Decorator

4. When a Security Officer sees things that are out of order or potentially hazardous, on what should he/she write it on?

A Purchase Order
An Office Memo
A Piece of Paper

a Traffic Report
an Incident Report
an Inventory Manifest

5. After an incident has occurred when should an officer write a report?

Sometimes
Next Day

Once a Week
As Soon as Possible

6. A security officer must be concerned with good public relations. Below check the phrase, that best describes what "Public Relations" means in this lesson:

_____ How well the Officer knows state law.
_____ The way the Officer writes reports.
_____ How many years the Officer has been on the job.
_____ The way the Officer looks and acts.

7. In the following list, **cross out all the entries that create** (bad) public relations for security officers:

- | | |
|------------------------------|-------------------------|
| Sloppy Clothes | a Poor Shave |
| Sleeping on the job | Racist Marks |
| Bad Breath | Discourtesy |
| Needlessly Drawing a Firearm | Profanity and Obscenity |
| Ignorance of Basic Facts | Arrogance and Bossiness |

8. True or False, A Security Officer should not attempt to arrest a suspect unless the Officer actually “saw” the suspect commit the crime.

True

False

9. Closed Circuit TV Surveillance should not be totally relied upon. Security should physically check all of the facility’s locations from time to time.

True

False

10. If the plant’s sprinkler system is set off, Security Officers do not have to worry about calling in a report to the fire department. The activation automatically turns in an alarm.

True

False

11. All bombs tick once activated. **True** **False**

12. Trespassers always enter at night. **True** **False**

13. How often should an Officer do his/her patrols? _____

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14. What should an Officer look for while on patrol at a trucking company? **List at least four things.**

1. _____

2. _____

3. _____

4. _____

15. What should an Officer look for while on patrol in an office building? **List at least four things.**

1. _____
2. _____
3. _____
4. _____

16. When should an Officer, **not** follow the S.O.P. manual provided by the client or CSSC?

Always

Sometimes

Never

17. What is “D.A.R.”? Circle one.

Police Report
Activity Report

Inventory Sheet
Common Carrier Log

18. When should a Security Officer ask for I.D. from people coming in thru his / her post?

Morning
As instructed by S.O.P.

Sometimes
When you do not know them

19. List the five things you must have in an incident report: also known as (**THE 5 W`S**)

1. _____
2. _____
3. _____
4. _____

5. _____

20. Does a Security Officer have the police powers to make an arrest? **Yes** **No**

21. Do Security Officers have the power to make a citizen's arrest? **Yes** **No**

22. If a Security Officer has the right to make a citizen's arrest, what must he/she be?

23. When should an Officer report on a fellow Officer to the CSSC office?

Sometimes When he/she is upset at them
Never When the other officer is in violation of CSSC S.O.P.

24. When should an Officer on duty not follow the instructions of a Road Supervisor/Field Inspector?

Sometimes **Never** **When he/she is wrong** **If he/she is not liked**

25. When should an Officer check seal numbers on trucks while on duty? **(Pick two).**

Sometimes **Inbound** **Never** **Outbound**

NOTE: In 20 words or more, please tell us why, you should be hired by CSSC.

CSSC APPLICATION

COMPLETE DETAIL OF ALL PREVIOUS JOB SITES INCLUDING CONTACT INFORMATION FOR EMPLOYMENT VERIFICATION

1) Site Worked at _____ Client's phone # _____

Work Performed _____

Number of Guards _____ Client's Name _____

2) Site Worked at _____ Client's phone # _____

Work Performed _____

Number of Guards _____ Client's Name _____

3) Site Worked at _____ Client's phone # _____

Work Performed _____

Number of Guards _____ Client's Name _____

4) Site Worked at _____ Client's phone # _____

Work Performed _____

Number of Guards _____ Client's Name _____