



**EMPLOYMENT APPLICATION  
(Exempt and Non-Exempt Staff)**

**NOTICES**

- Neither this application nor any subsequent employment resulting from it is intended to create, or will create, a contract of employment for any specific period of time.
- You may request an accommodation to enable you to complete this application or to participate in an interview.
- Any application containing information not requested will be rejected.

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PLEASE PRINT – ANSWER EVERY QUESTION FULLY

NAME: \_\_\_\_\_ SS# \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ MESSAGE PHONE: \_\_\_\_\_

DRIVER'S LIC. # \_\_\_\_\_ STATE: \_\_\_\_\_ EXPIRATION: \_\_\_\_\_

OTHER NAMES KNOWN BY: \_\_\_\_\_ REASON: \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_

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1. Are you a U.S. military veteran of the Vietnamese Conflict? Y.....N
  2. Are you a disabled veteran of the U.S. Military? Y.....N
  3. Do you have the legal right to work in the United States? Y.....N
  4. Are you 18 years of age or older? Y.....N
  5. Have you ever worked for another private security agency? Y.....N
  6. Have you ever been convicted of a crime (not minor traffic)? Y.....N
  7. Are you now awaiting trial on any criminal charge or are you now out on bail or out on your own recognizance? Y.....N
  8. Do you have any condition that sometimes causes you to lose consciousness? Y.....N

9. **Education and Training:**

a. High School Name: \_\_\_\_\_ City/St \_\_\_\_\_

Did you graduate? \_\_\_\_\_ → Y.....N

b. College Name: \_\_\_\_\_ City/St. \_\_\_\_\_

Major: \_\_\_\_\_ Degree \_\_\_\_\_

c. Trade School: \_\_\_\_\_ City/St. \_\_\_\_\_

Skill Learned: \_\_\_\_\_

d. Other \_\_\_\_\_

10. **Licenses/Certifications:** \_\_\_\_\_

11. **Employment/Unemployment History:**

Account for the last **seven** years with **NO time gaps**. *Use continuation page if necessary.*

(Start With Most Recent)

**From** \_\_\_\_\_ **To** \_\_\_\_\_ **Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Supervisor \_\_\_\_\_

Last Job Title: \_\_\_\_\_

Duration in Position: \_\_\_\_\_ Final Wage: \_\_\_\_\_

Benefits: \_\_\_\_\_ Bonuses \_\_\_\_\_

Other Positions Held and Duration \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**From** \_\_\_\_\_ **To** \_\_\_\_\_ **Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Supervisor \_\_\_\_\_

Last Job Title: \_\_\_\_\_

Duration in Position: \_\_\_\_\_ Final Wage: \_\_\_\_\_

Benefits: \_\_\_\_\_ Bonuses \_\_\_\_\_

Other Positions Held and Duration \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**From** \_\_\_\_\_ **To** \_\_\_\_\_ **Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Supervisor \_\_\_\_\_

Last Job Title: \_\_\_\_\_

Duration in Position: \_\_\_\_\_ Final Wage: \_\_\_\_\_

Benefits: \_\_\_\_\_ Bonuses \_\_\_\_\_

Other Positions Held and Duration \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

12. **Personal References**

Do not list relatives or former employers. You must list two, preferably in Southern California.

Name: \_\_\_\_\_ How Long Known: \_\_\_\_\_

Address \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ How Long Known: \_\_\_\_\_

Address \_\_\_\_\_ Phone: \_\_\_\_\_

**NOTE**

If you have a personal resume, please attach it.

**Certification and Authorization**

I certify that the information provided herein is accurate and no relevant data was omitted. I understand that falsification or intentional omissions may result in rejection of my application or my discharge if I have already been hired. I authorize Off Duty Officers, Inc. to contact prior employers, personal acquaintances, schools and credit bureaus in order to determine my desirability as an employee. I hereby release and hold harmless all persons and organizations that provide truthful information about my background and personal traits that might affect my employability.

Applicant's Signature: \_\_\_\_\_