



Main Line Protection Services

555 E. City Avenue Suite 460

Bala Cynwyd, Pa. 19004

610-668-0308

610-668-2048 fax

www.mainlineprotection.com

Applicant:

Step I

Thank You for your interest in Main Line Protection Services. We are a licensed organization governed by the Pennsylvania Private Detective Act which dictates some of our hiring standards. We adhere to compliance with federal and state employment and security laws, contractual requirements and the fair credit reporting act.

Please take this application home with you. Read it carefully, including the job description, and answer all questions completely.

Please submit the completed application to our office. All applications will go through a screening process. Selected applicants will be scheduled for an interview. At that time please be prepared with two forms of identification. At least one form of ID should be a photo. Also be prepared to pay the application fee listed below in Step II.

There is no need to follow up once your application is submitted. You will be contacted if we have any questions.

Step II

If you are scheduled for an interview it is important that you dress and look appropriate. If you pass the interview and are going to be considered for employment you will be required to pay a one time processing fee. This fee may be deducted from your first paycheck.

Step III

If you pass our interview and pay the processing fee we may make an offer of employment. This offer will be on the condition that you pass the following: Drug Screen, Background check, criminal history check, reference check. Successful candidates will be contacted and notified if they have been deemed to be eligible for employment with Main Line Protection Services.

Equal Employment Opportunity

Main Line Protection Services provides equal employment opportunities to qualified persons without regard to race, color, sex, religion, national origin, disability, age, veteran's status, creed, ancestry, sexual orientation, genetic (GINA) or any other protected category.

Our continued success depends heavily on the full and effective utilization of qualified persons. We strive to hire, develop, and retain the most qualified people we can find basing our judgment on each individual's job-related qualifications, capabilities, and potential.

Our policies relate to all phases of employment, including advertising, recruitment, hiring, placement, promotion/demotion, training, transfer, layoff, recall, termination, compensation and rates of pay and participation in all employer sponsored employee activities.

Job Description:

Job Title: Security Officer

Summary: Guards residential, commercial, industrial or construction properties against fire, theft, vandalism and illegal entry by performing the following duties:

Essential Duties and Responsibilities include the following. Additional duties may be assigned.

Patrols buildings and grounds of residential or commercial establishments.

Examines doors, windows and gates to determine that they are secure.

Warns violators of rule infractions, such as loitering, smoking or carrying forbidden articles and expels persons engaging in suspicious or criminal acts.

Inspects equipment and machinery to ascertain if tampering has occurred.

Watches for and reports irregularities such as fire hazards, leaking water pipes and security doors left unlocked.

Observes departing personnel to guard against theft of company property.

Sounds alarm or calls police or fire department by telephone in case of fire or presence of unauthorized persons.

Permits authorized persons to enter property.

Registers at watch stations to record time of inspection trips.

Records data such as property damage, unusual occurrences and malfunction of machinery or equipment.

Performs light janitorial duties when necessary and sets thermostatic controls to maintain specified temperature in buildings or cold storage rooms. Assist in snow removal when necessary.

Regulates vehicle and pedestrian traffic.

Patrols site, indoors or outdoors for long periods of time. Some sites may require you to remain standing stationary for long periods of time.

Competency:

To perform the job successfully and individual should demonstrate the following competencies: Problem solving – Identifies and resolves problems in a timely manner. Customer Service – Responds promptly to customer needs. Oral Communication – Listens and gets clarification. Written Communication – Able to read and interpret written information. Ethics – Upholds organizational values. Organizational Support – Follows policies and procedures. Attendance/Punctuality – Is consistently at work on time. Judgment – Exhibits sound and accurate judgment. Safety and Security – Observes safety and security procedures.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and write the English language and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

No Computer skills needed.

Certificates and Licenses:

No certification currently needed.

Valid driver license . (required for vehicle patrol and preferred for all sites)

Background Check:

Pass extensive background check

Pass criminal record check.

Pass drug screening

Must be a United States Citizen or possess a legal Visa.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Some examples are:

Ability to lift and carry 45 pounds without assistance. Exposure to hot and cold temperatures.

Long periods of sitting, standing or walking. Ability to operate a motor vehicle.

Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(Please Print Clearly in black or blue ink. Answer all questions)

Position Applying For

Date of Application

Last Name

First Name

Middle Name

**Address (Number)
Number**

Street

Apartment

City

State

Zip Code

List all previous addresses: (Use a separate sheet of paper if necessary.)

Telephone Number(s) Home

Mobile

Email

facebook name

twitter handler

other social media names/sites

Are you a U.S. Citizen?.....___Yes___No

If not are you legal to work in the U.S.?.....___Yes___No

Have you ever filed an application with us before?.....___Yes___No
If Yes, give dates:_____

Are you willing to participate in a thorough background and drug screen?___Yes___No

Have you ever been convicted of or plead guilty to a felony?
___Yes___No

Have you ever been convicted of or plead guilty to, one of the following misdemeanor offenses?
Illegally using, carrying or possessing a pistol or other dangerous weapon, explosives;
Making or possessing burglar's instruments (Possession of instruments of crime);
Burglary; Buying or receiving stolen property; Unlawful entry of a building; Corruption of Minors; Forgery/Fraud, deceptive practices, false report; Aiding escape from prison;
Unlawfully possessing or distributing habit forming narcotic drugs (includes all possession and paraphernalia, drug abuse); Theft/Shoplifting/Larceny/Picking Pockets or attempt; Soliciting any person to commit sodomy or other lewdness, prostitution;
Recklessly endangering another person including manslaughter; Harassment and Stalking; Kidnapping; Terrorist threats; Aggravated/Simple Assault/Sexual Assault/Indecent Assault and Battery, Rape/involuntary deviate sexual intercourse; Indecent Exposure; Incest; Sexual Abuse of Children, Child Abuse, Child Endangerment; Dealing in Infant Children; Unlawful Restraint; Resisting Arrest? ___Yes___No

Have you ever been dishonorably discharged from the Armed Forces?

Do you possess a valid driver's license?.....___Yes___No
If Yes, give State and Operator Number:_____

Do you own or have access to a vehicle?.....___Yes___No

Do any of your friends, relatives, spouse work for MLPS.....___Yes___No
If Yes, explain:_____

Are you currently employed?.....___Yes___No
May we contact your present employer?.....___Yes___No
If No, explain? _____

Date available for work_____ Desired hourly rate_____

Are you available to work: ___ Full Time(please indicate 1 2 3 shift)
___ Part-Time (please indicate:_____)

EMPLOYMENT EXPERIENCE:

List all present and past employers. Use a separate sheet of paper if necessary.

1. Employer: _____ Dates Employed _____ Salary _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Supervisor _____ Job Title _____

Reason for Leaving _____

Description of Duties _____

2. Employer: _____ Dates Employed _____ Salary _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Supervisor _____ Job Title _____

Reason for Leaving _____

Description of Duties _____

3. Employer: _____ Dates Employed _____ Salary _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Supervisor _____ Job Title _____

Reason for Leaving _____

Description of Duties _____

4. Employer: _____ Dates Employed _____ Salary _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Supervisor _____ Job Title _____

Reason for Leaving _____

Description of Duties _____

EDUCATION:

College/University Degree	Address	Dates Attended
High School Degree	Address	Dates Attended
Trade or Professional Degree	Address	Dates Attended

List any professional licenses, Trade, Business or Civic and any positions held:

LIST ANY OTHER PERTINENT SKILLS:

REFERENCES:

1. Name	Address	City	State	Zip-Code
Telephone Number		Relationship		Years Known

2. Name	Address	City	State	Zip-Code
Telephone Number		Relationship		Years Known

3. Name	Address	City	State	Zip-Code
Telephone Number		Relationship		Years Known

APPLICANT'S STATEMENT:

I certify that answers given herein are true and complete to the best of my knowledge. I have read the attached job description and qualifications and I am able to perform them. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application and/or interview(s) will result in termination of employment. I understand, also, that I am required to abide by all rules and regulations of Main Line Protections Services.

I acknowledge that my job may require mandatory overtime in the event there is no relief for me or if the security location requires additional coverage. Also, I acknowledge that my job may require movement to other job sites with little or no notice.

Signature of Applicant _____

Date: _____