

Arrow Security, Inc  
16040 N. 59<sup>th</sup> Ave #209  
Glendale, Arizona 85306

# APPLICATION FOR EMPLOYMENT

How did you hear about job opportunities at Arrow Security, Inc.?

- AZ REPUBLIC PAPER
- CAREER BUILDER
- JOBBING.COM
- EMPLOYEES WANTED
- OTHER

(PLEASE LIST)

## PERSONNEL OFFICE USE ONLY

Pending  
Denied  
Accepted

Starting Rate \$ \_\_\_\_\_

By \_\_\_\_\_

Control # \_\_\_\_\_

Post \_\_\_\_\_

### Training Schedule

Date \_\_\_\_\_

Day \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Name \_\_\_\_\_  
Last Name First Name Middle Name

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_ If less than one year, list your prior address on the back of this application in the comment box NOW!

Are you over 19 years of age? \_\_\_\_\_ Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

Pager # \_\_\_\_\_ Mobile # \_\_\_\_\_ Drivers License # \_\_\_\_\_ Email address \_\_\_\_\_

Method of transportation you will be using to get to work?

If you are driving to work, in whose name is the vehicle registered? \_\_\_\_\_

Model \_\_\_\_\_ Year \_\_\_\_\_ Make \_\_\_\_\_ Tag Number \_\_\_\_\_

## SECURITY GUARD JOB REQUIREMENTS

1- Arrow Security, Inc. has mostly nighttime schedules, which include working weekends and Holidays. Is the acceptable to you?  
If so, what hours do you prefer?

2- Security Guard duties require walking for long periods of time. Will this be a problem for you?

3- Arrow Security, Inc. requires that all accepted applicants pass an entrance examination, which is given, at the end of our one day training academy before being assigned to any post. If you are accepted there will be no charge to you to attend the training session. Is this acceptable to you?

4- Do you understand that a Security Guard even if armed is NOT a Police Officer?

5- It will be your responsibility to get to your scheduled assignment on your own and it is not the responsibility of Arrow Security, Inc. to provide transportation. Do you understand and accept this?

**All applicants will receive consideration for employment without regard to race, creed, color, national origin or any other non-merit factor.**

**Note: To become a Security Guard the law requires that your photograph and fingerprints be submitted to the Department of public safety. They will then approve or disapprove your guard license. Beginning July 01 2000 Arrow Security, Inc. may require that all employees submit and pass our drug screening and or testing before they will be approved for employment. Background checks are conducted for all applicants. If you feel you will pass these requirements please continue.**

**Arrow Security, Inc. requires that every applicant list all present and past employment, beginning with your most recent. If you need additional space us the comment section on the back page.**

Last or Present Employer		Employer # 2	
Name:	Starting hourly wage:	Name:	Starting hourly wage:
Address	Last hourly wage:	Address	Last hourly wage:
City	Zip	City	Zip
Type of Business:	Reason for leaving: (circle) Resigned    Fired	Type of Business:	Reason for leaving: (circle) Resigned    Fired
Supervisor:	Laid off	Supervisor:	Laid off
Telephone:	Comments:	Telephone:	Comments:
Reason for leaving:		Reason for leaving:	
Start date:      End date:		Start date:      End date:	

Employer # 3		Employer #4	
Name:	Starting hourly wage:	Name:	Starting hourly wage:
Address	Last hourly wage:	Address	Last hourly wage:
City	Zip	City	Zip
Type of Business:	Reason for leaving: (circle) Resigned    Fired	Type of Business:	Reason for leaving: (circle) Resigned    Fired
Supervisor:	Laid off	Supervisor:	Laid off
Telephone:	Comments:	Telephone:	Comments:
Reason for leaving:		Reason for leaving:	
Start date:      End date:		Start date:      End date:	

**MILITARY SERVICE RECORD**

Were you in the U.S. Armed Forces?    Yes    No	If yes what branch?
Date started:      Date Ended	Total time in service:
Highest rank achieved:	Type of discharge: <input type="checkbox"/> Honorable <input type="checkbox"/> Dishonorable <input type="checkbox"/> Other
Are you in the military reserves?   No    Yes, what branch?	
How often do you have to report for duties?   Weekly   Monthly   Other, explain:	

**CRIMINAL BACKGROUND INVESTIGATION AUTHORIZATION**

I do hereby certify that I have never been convicted of any criminal offense anywhere in the United States, except for the following:

Charge	City, State	Date	Disposition

Signature: \_\_\_\_\_

**EDUCATION RECORD**

Name and Address of School	Course of study	Last year completed	Diploma or Degree
High School:		9 <sup>TH</sup> 10 <sup>TH</sup> 11 <sup>TH</sup> 12 <sup>TH</sup> Graduated Year: _____	
College:		1 <sup>ST</sup> 2 <sup>ND</sup> 3 <sup>RD</sup> 4 <sup>TH</sup> Graduated Year: _____	
Trade or Professional School		1 <sup>ST</sup> 2 <sup>ND</sup> 3 <sup>RD</sup> 4 <sup>TH</sup> Graduated Year: _____	

**Personal References**

*Do not use relatives or previous employers*

Providing this information means that you are giving Arrow Security, Inc. permission to contact all the references.

NAME	Address	Telephone
1		
2		
3		

**In 25 words or more, explain why you want to be a Security Officer with Arrow Security, Inc.**


**Please continue to the back page**

**COMMENTS**

Please use this space for any additional information


**PLEASE READ AND SIGN BELOW**

**This application shall be considered active for no more than 45 days after the date submitted.  
After that time applicants will be required to resubmit a new application.**

I have read and understand all sections of this employment application. All statements written by me are true and complete. I also understand that any false statements on this application or any future document I will be required to fill out, including but not limited to any and all Arrow Security, Inc. forms I will be preparing in the course of my duties shall be considered sufficient cause for dismissal.

I further understand that if employed by Arrow Security, Inc. I will be required to abide by all they're rules and procedures. Failure to do so could result in my termination of employment with Arrow Security, Inc.

I understand that neither this document nor any other offer of employment from Arrow Security, Inc. or its representatives constitutes an employment agreement.

I consent to the release of information about my ability and fitness for the position I have applied for by employers, schools, law enforcement agencies to investigate, personnel staffing specialists and other authorized employees of Arrow Security, Inc.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**DO NOT WRITE IN THIS SPACE**

**Personnel use only - Reference Verification**

**Previous Employment**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Military</b>		<b>School</b>	
		<b>High school</b>	<b>College/Trade</b>
<b>Criminal</b>		<b>Personnel</b>	
		<b>1</b>	_____
		<b>2</b>	_____
		<b>3</b>	_____

# ARROW SECURITY, INC.

16040 N. 59<sup>TH</sup> AVE. SUITE 209  
GLENDALE, ARIZONA 85306  
(602) 819 - 5702  
FAX (623) 572 - 9351

TO: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby authorize above company to release all records and / or information of past employment, including performance, experience, fitness, abilities and / or attendance record while employed with said company, to Arrow Security, Inc. I hereby release this company from any and all liability of any type as a result of providing the requested information to Arrow Security, Inc.

X \_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

\_\_\_\_\_, has applied for employment with Arrow Security, Inc. He / She states they were employed with your firm in the position of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

To assist us in evaluating this person's qualification, please answer the following questions. All information is held in strict confidence.

1. Is position, from and to date correct? \_\_\_\_\_ If no, explain \_\_\_\_\_

\_\_\_\_\_

2. What was the function of his / her job? \_\_\_\_\_

\_\_\_\_\_

3. Do you consider this person to be honest and trustworthy? \_\_\_\_\_ If no, explain.

\_\_\_\_\_

\_\_\_\_\_

4. What was their attendance record? \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory

**ARROW SECURITY, INC.**

- 5. Was the quality and / or quantity of this person's work? \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory.
- 6. Was this person's safety record? \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory.
- 7. What was the reason for termination: Resigned \_\_\_\_\_ Laid Off \_\_\_\_\_ Discharged \_\_\_\_\_. If discharged, why? \_\_\_\_\_

\_\_\_\_\_

- 8. Is the applicant currently eligible to be rehired by your firm? \_\_\_\_\_  
If no, why? \_\_\_\_\_

\_\_\_\_\_

- 9. Other related information you can provide. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

\_\_\_\_\_  
Signature of Person Providing Information      Title      Date

**We appreciate your assistance, please return this form by fax / mail,  
Thank You**

**ARROW SECURITY, INC.**  
**CONDITIONS OF EMPLOYMENT**

Arrow Security, Inc. hereafter known as A.S.I., agrees to hire the below named individual. This individual accepts employment with the full understanding all of the items listed below are a Condition of Employment.

**PAYCHECKS**

Paychecks are issued every other week. Resignation of an employee will result in the paycheck to be issued at 5PM on a regularly scheduled payday. Termination of employment- final check will be issued 3 working days after termination date and must be picked up and all equipment/uniforms returned. If any equipment owned or monies owed to Arrow is not returned, a deduction for replacement costs of equipment will be reflected on your paycheck and a stop payment on your check may occur in order to reissue new check with the proper deductions. INT. \_\_\_\_\_

**LICENSES**

All security guard licenses belong to the employee. The employee understands that all licenses will be paid for by them. If the employee requests A.S.I. to initially pay for the licenses for them then the employee understands that they will have the amount of the licensing withheld from their first paycheck. INT. \_\_\_\_\_

**UNIFORMS and EQUIPMENT**

A.S.I. provides a uniform, certain equipment and training during the period of employment. I agree that upon resignation or termination that all equipment be returned to A.S.I. in good working condition. I understand that if I fail to return any equipment I am subject to paying replacement costs for such equipment and monies will be withheld from my wages to cover such loss. I also understand that any misuse of equipment such as cellular/digital phones will also be deducted from my paycheck. INT. \_\_\_\_\_

**EMPLOYMENT UNDERSTANDING**

Although I know I may resign at any time without reason I agree to give A.S.I. the customary 2 weeks notice. I understand that if I fail to give a proper notice A.S.I. is authorized to pay my final paycheck at the federal minimum wage. Therefore if employment is offered by A.S.I. and accepted by me, it is the result of a voluntary decision by A.S.I. to employee me. I recognize that my employment is not guaranteed nor subject to any implied conditions or for any specific duration of time. A.S.I. can terminate my employment without notice and without cause. All employment offers are made to me contingent of a satisfactory background check. INT. \_\_\_\_\_

I agree to a non-competition/no solicitation clause when I accept employment and sign this form. Non competition/solicitation means I, the employee can not solícite any current, former or potential future customers of A.S.I. for security service, courtesy patrol, or any service in direct competition with A.S.I., while working for A.S.I. and for at least a 3 year period after I leave A.S.I. I understand that if I breach this clause I will be completely financially liable for any loss A.S.I. incurs including lawyers fees and court costs. I also agree that when I leave A.S.I., I will not attempt to convince other security staff to resign in an attempt to put A.S.I. in an intentional hardship for staff. INT. \_\_\_\_\_

In event of my employment to a position with A.S.I., I agree to comply with all A.S.I. rules, procedures and regulations, written and verbal. INT. \_\_\_\_\_

It is further understood that A.S.I. may require health evaluation information, which may include a physical examination and drug testing which I hereby consent. INT. \_\_\_\_\_

I authorize A.S.I. to supply my employment record to any future prospective employer or government agency. INT. \_\_\_\_\_

I authorize A.S.I. to utilize my image or photograph for any purpose which they deem appropriate. Including but not limited to company brochures, web sites, and other advertising material. INT. \_\_\_\_\_

**I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS AND ACCEPT ALL OF THEM AS OUTLINED.**

**PLEASE READ AGAIN BEFORE SIGNING-** if you have any questions regarding this form, please ask the interviewer before signing.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Interviewer: \_\_\_\_\_

**Arrow Security, Inc.**  
**16040 N. 59<sup>th</sup> Ave.**  
**Glendale, Az 85306**  
**(602)819-5702**

## **REPORT WRITING APPTITUDE TEST**

Below is a brief statement of an incident, which could occur at a location you may work. In order to ascertain your ability to effectively write an understandable and informative report we ask that you read the statement below and then report the incident as you would if hired.

### **INCIDENT**

Time is 8:48 p.m.

While on duty you witness a Caucasian male breaking the window of a gray Honda Accord. You approach him and he runs away north through your parking lot where you lose sight of him at the intersection of 911 Way and Felony St. You call the police and give a description of the subject and his last known direction of travel. The police arrive about 20 minutes after you initially observed the crime. They complete a report and give you a report number of 0101010234. The police leave the property 15 minutes after they arrived.

Description of suspect:

Caucasian male

5' 10"

Brown shoulder length hair

Black pants

Black sweatshirt with "Da Bulls" on back

Black and white Tennis shoes



