

# NATIONAL SECURITY PRE-EMPLOYMENT PACKET

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For Use Only for: National Security



**STOP – You must have a current Guard Card before you can apply.**

## Packet Includes:

- ✓ Pre-Employment Check List
- ✓ Pre-Employment Application
- ✓ Authorization to Release (you will need to print out three of these)

## Instructions:

- ✓ Print out entire packet. You won't be able to fill out forms on the internet.
- ✓ Complete Pre-Employment Check List up to the middle section. Office Personnel will finish the form.
- ✓ Fill out completely the Pre-Employment Application. You must complete the entire Pre-Employment Application. If you do not have answers for items to fill in, please indicate by writing 'N/A' in the area.
- ✓ You must print out 3 – 'Authorization to Release Form' for three different employers.
- ✓ Fax packet to the nearest office as indicated below. (DO NOT fax instructions to 'Employment Packet'.)
- ✓ You must fax a copy of your current Guard card, Driver license and if you have CPR, First Aide and Gun permit

**PLEASE NOTE:** You must complete each section of the 'Pre-Employment Application' thoroughly and accurately to be considered for employment. You may not be call for an interview if there are discrepancies, if the application in not readable or if there blank areas on the application.

**FOR SACRAMENTO AREA**  
1217 Del Paso Blvd, Suite A  
Sacramento, CA 95815  
Fax: (916) 779-0643

**FOR SAN JOSE**  
**SANTA CRUZ & BAY AREA**  
2081 Curtner Ave  
San Jose, CA 95124  
Fax: (408) 371-6506



# NATIONAL SECURITY PRE-EMPLOYMENT CHECKLIST

For Use Only for: National Security  
Filling this form does not guarantee you a position with our company.

## TO BE FILLED OUT BY EMPLOYEE

I understand and agree that by filling out and signing the 'Pre-Employment Check List' and the 'Pre-Employment Application' this does not guarantee me a position with National Security Industries (NSI), National Security Service, (NSS) or National Security San Diego, (NSSD). I further agree and understand that only after I have successfully completed all my pre-employment requirements and should NSI, NSS or NSSD choose to hire me, that during any on-site training I shall receive monetary compensation at the current minimum wage rate. All Labor Rules and Regulations shall apply in conjunction with this wage.

### Please provide us with the following information:

Print Full Name: \_\_\_\_\_ Are you applying for: (check one)  Full Time  Part Time

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

### Shifts you are available. Please check boxes under days & shifts you can work:

	SUN	MON	TUE	WED	THU	FRI	SAT
Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graveyard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please Sign Here: \_\_\_\_\_ Date: \_\_\_\_\_

## TO BE FILLED OUT BY OFFICE PERSONNEL ONLY

### PRE-HIRING CHECK LIST:

- Copy of 'Unarmed Guard Card' Exp: \_\_\_\_\_ No: \_\_\_\_\_
- Copy of 'Armed Guard Card' Exp: \_\_\_\_\_ No: \_\_\_\_\_
- Copy of '1<sup>st</sup> Aid Certification' Exp: \_\_\_\_\_
- Copy of 'CPR Certification' Exp: \_\_\_\_\_
- Copy of 'Baton/Mace Certification'
- Pre- Employment Application
- Authorization to Release Information ( 3 separate release forms for 3 different employers )

### POST-HIRING CHECK LIST:

- Employee Handbook & Employee Handbook Agreement
- Uniform And Equipment Agreement
- Uniform Order Form (Galls – San Diego or US Uniforms – San Jose)
- W-4 Form (FED)
- I – 9 Form (INS)
- Photo ID

Hire Date: \_\_\_\_\_ Starting Rate: \_\_\_\_\_ Employment Separation Date: \_\_\_\_\_ Last Wage Rate: \_\_\_\_\_

Reason For Separation: \_\_\_\_\_

Items Issued: Keys Gate Pass Cell Phones Uniform Picture ID Badge Security Badge

Items Returned: Keys Gate Pass Cell Phones Uniform Picture ID Badge Security Badge



# NATIONAL SECURITY PRE-EMPLOYMENT APPLICATION SIDE 1

For Use Only for: National Security  
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**YOU MUST COMPLETE EACH SECTION TO BE CONSIDERED FOR EMPLOYMENT.**  
**If there is an area that does not pertain to you, you must indicate by writing N/A in the area.**

## GENERAL INFORMATION

Print Last Name:	First Name:	
Mailing Address:		
City:	State:	Zip:
Primary Contact No: _____		Secondary Contact No: _____
Are you at 18 years or older: <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever been convicted of a felony or misdemeanor with the last 10 years? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please explain: _____ <i>This conviction may not be a cause for you to not be hired.</i>		

## EDUCATION

Level of Education	Name and Location (City & State only)	Number of Years Attended	Year Graduated	Subjects Studied
High School				
College				
Trade or Business				
Special Training 1				
Special Training 2				

## 10 YEAR BACKGROUND HISTORY (You must give us a 10 Year History. If you did not work, you must indicate what you did i.e.; Student, Military etc.)

Please Name Company, School, Military Status, etc	May we contact	Contact Person For Verification	Period FROM In 00/00/00 Format	Period TO In 00/00/00 Format	Phone Number of Contact Person	City Location	State

*If you need more space for '10 Year Background History' continue on next page.*



# NATIONAL SECURITY PRE-EMPLOYMENT APPLICATION SIDE 2

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Filling this form does not guarantee you a position with our company.

**YOU MUST COMPLETE EACH SECTION TO BE CONSIDERED FOR EMPLOYMENT.  
If there is an area that does not pertain to you, you must indicate by writing N/A in the area.**

## 10 YEAR BACKGROUND HISTORY (Continued)

Please Name Company, School, Military Status, etc	May we contact	Contact Person For Verification	Period FROM In 00/00/00 Format	Period TO In 00/00/00 Format	Phone Number of Contact Person	City Location	State

## REFERENCES (You must give us 5 references with phone numbers, excluding family members).

Name	Years Known	Phone Number	City	State

## AUTHORIZATION

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the employers listed to give you any and all information concerning my previous employment with any pertinent information they may have, personal or otherwise and release National and my past employer from all liability for any damage that may result from utilization of such information.”

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



# NATIONAL SECURITY AUTHORIZATION TO RELEASE

For Use Only for: National Security

## Current or Former Employer

- Company Name: \_\_\_\_\_
- Supervisor's Name: \_\_\_\_\_
- Contact Phone: \_\_\_\_\_ *You must provide us with a phone or fax number.*
- Fax No: \_\_\_\_\_
- Dates Employed: \_\_\_\_\_
- Reason for Leaving: \_\_\_\_\_

The following investigative activities are being conducted by: National Security, as part of the background review for possible employment. My signature on this 'Authorization to Release Form' indicates I understand these activities and I have authorized them to be performed as follows:

- I authorize and request my current or former employers to furnish any and all information regarding my job performance. I agree to hold current and former employers and their agents harmless from all liability, which could relate in any way to the disclosure of private information or an assessment or opinion of my suitability for employment.
- I have indicated above, the dates I worked and reason, if so, for leaving. If I have indicated anything that is not true, I authorize you to indicate below any changes contrary to what I have indicated.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

**Applicant STOP: DO NOT FILL IN BELOW LINE**

## *Current or Former Employer's Response Only*

Current or Former Employer, please indicate below any changes contrary to the information written above.

- Dates Employed: \_\_\_\_\_
- Reason for Leaving: \_\_\_\_\_

Please answer the following:

- Is information above true?       YES       NO
- Is former employee eligible for rehire?  YES       NO

After completing, please fax this form back ASAP to:

San Jose Regional Office: 408-371-6506