



**7491 WEST.OAKLAND PARK BLVD SUITE 212
TAMARAC FL,33319
Phone: (954) 333-8350**

JOB APPLICATION

The purpose of this policy is to ensure that individuals employed as security guards exhibit uniformity in appearance so that enrolled students, employed staff, and the public can identify and recognize the status and authority of the policy by District personnel, shall provide for the safety, security, and protection of students, District staff and authorized visitors while in and around District property.

Web: jmsecurityservices.net



JM SECURITY SERVICES & ACADEMY

EMPLOYMENT STATEMENT

Date: ___/___/___

First Name: _____

Last Name: _____

Address: _____ City _____ Zip Code: _____

Phone: ___/___/___ S.S.# ___/___/___

Emergency Contact: Phone: ___/___/___ D.O.B: ___/___/___

Email: _____

Are you at least 21+ Year Yes [] No []

Are you a US Citizen, do you have an alien Registration card or a work permit?
Yes [] No []

EDUCATION:

1-Do you have a high school diploma, GED or at least 5 years verifiable employment history?
Yes [] No []

2-Are you willing to participate in a thorough background and drug screen?
Yes [] No []

METHOD OF TRANSPORTATION:

1- Own car: [] Bus [] Uber []. Lyft [] Taxi [] Friend []

2- Driver's License _____ State _____ Exp Date ___/___/___

1- Year & Make of Car _____ Plate# _____ State _____

2- In case of Emergency contact

Name: _____ Phone# ___/___/___

Position applying For:

- Armed Security Officer (D & G License) []
- Unarmed Security Officer (D License) []

License Information

- Class D License Number: _____ Expiration Date: ___/___/___
- Class G License Number: _____ Expiration Date: ___/___/___

EMPLOYMENT HISTORY FOR THE LAST 3 YEARS

1- Name _____
Address: _____
Date Started: _____ Date Ended: _____
Position: _____
Supervisor Name: _____

PREVIOUS SECURITY JOB SITE INFORMATION ONLY

2- Job Site Name: _____
Job Site Phone#: _____
City: _____
Property Manager's Name: _____
Type of Security work performed (Gatehouse, Rover, etc. _____

Availability:

- Full- Time
- Part- Time
- Overnight
- Weekends

DISQUALIFICATIONS

- **FALSE STATEMENT:**
Making false statements of material fact/ deception/ fraud in the employment process, withholding of the same or not meeting application/licensing deadlines.
- **FELONIES:**
No felony, no convictions or being prohibited by state or federal law from owning firearms or ammunition.
- **DRIVING RECORD:**
Commission/Conviction of DUI/DWI, Careless/Reckless Driving, or suspension of your driving's license in the past five (5) years. Unacceptable driving record or currently classified as a habitual violator. History or pattern of unsafe driving including at fault collisions.

- **PROBATION/PAROLE:**
Currently on probation, parole, or diversion (inclusive or deferred adjudication).
- **NARCOTICS / CONTROLLED SUBSTANCE:**
Use of any illegal drug, other than marijuana, within the past five years or the sale of a controlled substance at any time. Marijuana: No current or prior use (to include medical use) of marijuana in the past year.
- **MILITARY DISCHARGE / CONDUCT:**
Discharge that is less than honorable conditions, bad conduct, or any other characterization of service writing down bad character.
- **UNACCEPTABLE BACKGROUND:**
Work history, educational history, military service, general reputation, and interposal relationship.
- **TATTOOS:**
Any visible tattoo that cannot be covered by clothing, a flesh-colored bandage or black sleeve that does not detract from the appearance of the uniform.
- **PIERCINGS:**
Limited to two earrings per ear and no gauged body parts.
- **RINGS:**
Limited to one ring per hand is acceptable according to JM Security rules and regulations.

1- Name _____
Address: _____
Date Started: _____ Date Ended: _____
Position: _____
Supervisor Name: _____

PREVIOUS SECURITY JOB SITE INFORMATION ONLY

2- Job Site Name: _____
Job Site Phone#: _____
City: _____
Property Manager's Name: _____
Type of Security work performed (Gatehouse, Rover, etc. _____

NAME OF THE REFERENCES

1- First Name: _____
- Last Name: _____
- Phone Number: _____ / _____ / _____

2- First Name: _____
- Last Name: _____
- Phone Number: _____ / _____ / _____

PRE-EMPLOYMENT AGREEMENT

Date: ____/____/____

I agree that as a contract security company, JM Security Services & Academy inc.

Is bound to provide our clients with qualified, trained security officers / concierge. The schedules and the officers assigned to an account will be based on our client's needs. Our clients have the right to revise, amend, or remove their security schedules at any time without notice. There are no permanent schedules indefinitely assigned to any officer employed with JM Security Services & Academy Inc.

(JMSA) 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 client's needs. (JMSA) JM Security Services & Academy reserves the right to employ or terminate any employee with or without cause, based on the company's rules and regulations.

Further agree that as a (JMSA) JM Security Services & Academy employee I cannot seek, or accept employment with any JM Security clients, for whom I have provided services while an employee of JM Security for a period of 150 days after the last day of employment with JM Security Services & Academy Inc.

The undersigned have read and fully understand these conditions and agreement.

I agree to adhere to every word and letter.

Employee/ Name

Signature

Company representatives / Name

Signature

CRIMINAL RECORD

Date: ____/____/____

The following information is required by the 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 offense
- 2- Date, Place, and court in which conviction was entered.
- 3- The name of the law enforcement agency by 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 having a pistol or other dangerous weapon.	___	___
5- Making or having burglar's instruments.	___	___
6- Buying or receiving stolen property.	___	___
7- Unlawful entry of a building.	___	___
8- Aiding escape from prison.	___	___
9- Unlawfully having or distributing habit forming narcotic drugs or any substance classified by the controlled Dangerous substances	___	___
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 Act for such employees who may have to have access to firearms in the course of their employment. These answers or misrepresentation contained in any answer may result in criminal prosecution and shall constitute use, for discharge from any employment that may be tendered by JM Security Services & Academy Inc. Your nature below certifies the accuracy of the statements made herein:

Applicant Name: _____.

Signature: _____

Company representatives: _____.

Title: _____



JM SECURITY SERVICES & ACADEMY

DATE: ____/____/____

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

Your signature attests to the answers are in two parts. The second part, directly below your signature line, is a release authorizing JM Security Services & Academy to investigate your background and character. The section below will be duplicated and distributed to any source from which investigated material may be obtained. By your signature below, you have read the comments of this disclosure and consent there to:

I, authorize JM Security Services & Academy, to investigate my background or representatives, full access to any all personal and professional information from which aid information is looked for. Such sources may rely upon this release as irrevocable permission for disclosure of personal and professional information.

I _____, hereby agree that all information or knowledge bought while working for JM Security Services Academy on its clients or Personnel will be held in strict confidence and is the sole property of JM Security. I agree not to divulge any personal or professional information gained about JMSA, its clients, or personnel to any source outside the JMSA office or to any competitor in the security or other related fields. I really understand that breach of this trust will give JMSA the right to take full legal action against me as allowed by law.

Make this commitment on my own behalf without any duress, threats, or force after having this document explained by the JMSA representative names below.

Name: _____ Signature: _____ S.S # ____/____/____

Company representative: _____ Title: _____

READ THIS CAREFULLY

Date: __/__/____

- **OFFICE HOURS:** JM Security Services & Academy office hours are from Monday- Friday 10 am – 5pm
- **PROBATION:** Probation period is three months beginning from the dates you started.
- **UNIFORMS:** The purpose of this Uniform Policy is to ensure that all personnel present a professional, consistent, and identifiable appearance while on duty. A standard uniform promotes public trust, safety, and compliance with client and regulatory requirements.
- This policy applies to all uniformed employees, including Unarmed security officers, Armed security officers, Supervisors and Site Managers
- Compliance is needed during all scheduled, shifts, training, and official company. Uniforms will be issued to you at the office before you start your schedule if the officer leaves for any reason equipment's must be returned no later than 5 business days or 120 hours, as directed by management.
- Firearms, ammunition, and access devices must be returned immediately upon separation or suspension.
- **Failure to return the equipment:** Failure to return company-issued equipment may result in
- Billing the employee for replacement or repair costs
- Deductions from final pay were **permitted by law**
- Delay in final clearance or records
- Legal action for recovery of company property

All actions will comply with **state and federal labor laws.**

➤ **Lost, Stolen, or Damaged Equipment**

- Lost or stolen equipment must be reported **immediately** to a supervisor.
- A written incident report may be required.
- Employees may be held financially responsible for loss or damage caused by **negligence, misuse, of unauthorized actions.**
- Normal wear and tear will not result in charges.

➤ **Final Equipment Clearance**

- Final pay processing and separation clearance may be completed after:
 - All equipment inventory checklist is completed and signed
 - Any outstanding issues are resolved
 - All terminated officers are subject to receive the last check within 15 to 30 business days via mailbox after returning the company supplies to the corporate office in good condition otherwise the company will keep the first any money as collateral.
 - **PAY:** Hourly pay was agreed upon at time of hiring. Pay is held for one week and your paystub.
 - Overtime pay is time and half of your regular pay-rate.

➤ **ATTENDANCE:**

As team members of JM Security Services, we strive to hit Company goals to achieve our goal and deliver our customers their satisfactions as promised we must all be at work every day scheduled.

- All scheduled day one must be made one week in advance by contacting the HR-Department and must be approved by the Manager. If your HR-Department is not contacted, it will be considered NO call no Show “and could result in termination

➤ **Policy Acknowledgement**

All employees must sign an acknowledgment confirming they have received, understand, and agree to comply with this return of Security Equipment Policy.

A- GENERAL

- 1- All security guards shall receive a package issued five (5) piece uniform at the time hired.

Each uniform issued shall consist of the following:

- Two (2) pairs of pants
 - Two (2) pairs of navy blue short-sleeved shirts shall be issued to each security guard.
 - One (1) black short-sleeved T-shirt
 - One (1) name Tag
 - One (1) ID card
2. Each security guard shall wear black shoes or black sneakers only.
 3. All security guards must wear the uniform while on duty
 4. The uniform policy applies to all security guards regardless of gender
 5. Failure to wear the uniform following this policy shall result in disciplinary action.
- Repeated violations of this policy may result in the withholding of increment.

B-IMPERMISSIBLE ATTIRE

- 1- Jeans, shorts, sweatpants, and/or T-shirts are not acceptable attire for any security guard while on duty.

C-MAINTENANCE OF THE UNIFORM

- 1- Each security guard shall be responsible to support, clean and property care for his/her uniform at his/her own cost.
- 2- JM Security shall not be responsible to replace a uniform which has been lost or stolen because of an employee's negligence.

Interview Dress Code Policy

To maintain a professional image and high standards, all applicants attending and interview must follow the dress code below.

General Appearance Requirements

- Clean, neat, and well-groomed appearance
- Clothes must be clean, pressed, and properly fitted
- Good personal hygiene required
- Hair must be neat and natural in color
- Facial hair must be trimmed and professional

Male Applicants

- Collared dress shirt (white, black, navy, or gray preferred)
- Dress pants or slacks (on Jeans or sagging)
- Closed-toe dress shoes (polished and clean)

Female Applicants

- Business blouse or collared shirt
- Dress pants, slacks, or knee-length skirt
- Closed-toe dress shoes (no flip-flops or sandals)
- Minimal jewelry and natural makeup

Not Permitted

- Jeans (ripped or distressed)
- T-shirts, tank tops, hoodies
- Sneakers, slides, sandals
- Hats, caps, or head coverings (unless religious)

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