



International Protective Service, Inc. (IPS)

Application for Employment

Mailing Address

Post Office Box 27527
Albuquerque, New Mexico 87125

Physical Address

4901 McLeod Road NE, Suite B
Albuquerque, New Mexico 87109

Telephone

505-897-2420

Fax

505-890-8421

www.ipsglobal.com

An Equal Opportunity Employer

International Protective Service, Inc. (IPS) is an Equal Opportunity Employer and does not discriminate on the bases of race, color, creed, religion, sex, national origin, age, genetics, marital or veteran status, disability, or other basis prohibited by applicable laws (unless bona fide occupational qualification is essential to the position).



Eligibility

Minimum employment requirements if making application for Commissioned Security Officer, Security Guard, Security Officer, Personal Protection Officer, or Private Investigator:

- Must satisfy mandated minimum age requirements applicable to the state in which you will be assigned, and position for which you applied.
- Must possess a valid State driver's license, issued by the State in which you currently reside, and/or State Identification Card, where applicable.
- Must possess a high school diploma or its equivalent.
- Must be either a United States citizen OR legally authorized to work in the United States, without limitation or restriction.
- Must possess an active Commissioned Security Officer, Security Guard, Security Officer, Personal Protection Officer, or Private Investigator Card/License/Registration certification consistent with the position you have made application for, issued in the State in which you desire employment, OR successfully complete all required training and testing to obtain same, prior to employment.

Note: If you have applied for a position that requires firearms certification, you will be required to be examined by a licensed psychologist regarding your mental suitability to carry a firearm and successfully pass such evaluation.

- Must not have been convicted of, or pled guilty or nolo contendere to, a criminal offense in any state, territory, district of the United States or a foreign country, that would exclude you from obtaining/maintaining said Card/License/Registration certification.

Prior law enforcement and/or military experience is beneficial

See attached Security Officer Job Description



Process

If you meet the minimum requirements for employment consideration, and a conditional offer of employment is extended, an exhaustive background investigation will be conducted on you and you will be required to provide the following supporting documentation:

- The original or certified copy of your Birth Certificate (document will be returned to you after minimum age verification)
- Copy of your full Credit Report (dated within thirty (30) days prior to or after conditional offer of employment)
- Copy of your current and valid driver's license, issued by the State in which you currently reside (front and back)
- Copy of Driving Record/Motor Vehicle Report
- Copy of High School Diploma or Certificate of High School Equivalency (i.e. General Education Development Certificate)
- Copy of current/active Commissioned Security Officer, Security Guard, Security Officer, Personal Protection Officer, or Private Investigator Card/License/Registration certificate, issued in the State by which you desire employment (front and back)
- Support of Selective Service System Classification/Registration – if no military service.
- Copy of Social Security Account Number Card
- Copy of your DD Form 214- If applicable

You may also want to provide copies of any job related occupational, professional and/or special licenses or certificates you have received that you want considered toward education and training.

The nature and scope of the investigation will include, but is not limited to, information bearing on your criminal, civil and driving history, credit worthiness, education, military service, character, general reputation, personal characteristics, workplace performance and conduct, E-Verification, etc. , and could include information obtained through personal interviews with neighbors, friends or associates, co-workers or others with whom you are acquainted or who might have knowledge concerning any such items of information. Results of investigation will be used to determine or help determine your eligibility for employment as well as your fitness and suitability for the position for which you have applied.

Favorable findings from a background investigation could result in an opportunity for a personal interview before an internal Board.

If a conditional offer of employment is extended, you will be required to undergo a pre-employment drug test for the presence of Marijuana, Cocaine, Amphetamines, Opiates, Propoxyphene, PCP, Barbiturates, Benzodiazepines, Methaqualone, Methadone, and Ecstasy. A positive result exceeding the screening cutoff threshold will deem you ineligible for employment.

In addition, if you accept employment with International Protective Service, Inc. (IPS), you will be required to demonstrate employment eligibility by completing Form I-9 and presenting acceptable documents from those listed on the back of that form.

The logo for International Protective Service is a circular emblem. It features a globe in the center, surrounded by the words "INTERNATIONAL" at the top and "PROTECTIVE SERVICE" at the bottom. The globe shows the Americas. The text is in a serif font.

Instructions for Completing Application

This Application for Employment must be completed solely by the applicant. All questions and sections must be answered. Note “N/A” (Not Applicable) if the question/field does not apply to you or the position you are submitting application for, and “None” if there is no listing to report. If space provided is not sufficient for complete answers or you wish to furnish additional information, respond on attached Supplemental Sheet, making reference to the question being answered and answer each question in detail.

The completion of this application in part represents your ability to display your written communication skills and to follow directions. An Incomplete or illegible application will not be processed.

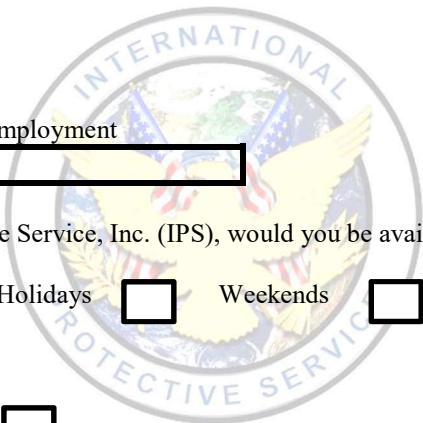
Honesty and integrity will be evaluated throughout this process. We require that you be totally honest and forthcoming in your responses.

Submission of any false information, a false statement, a false answer, an omission or a misleading statement in conjunction with my application may result in a decision not to hire you, the withdrawal of any offer of employment, or immediate termination of your employment with International Protective Service, Inc. (IPS) or any of its subsidiaries regardless of when such false, misleading, or erroneous information is discovered.

A Resume may be included, but not accepted in lieu of a completed Application for Employment.

This application is considered current for thirty (30) days from date signed. At the end of this period, if you are still interested in employment, it will be necessary for you to reapply by completing a new application.

The original completed Application for Employment and other required forms shall be submitted via mailing address or hand delivered to physical address reflected on cover sheet.



Please list the first date available for employment

If employed by International Protective Service, Inc. (IPS), would you be available for work:

Anytime Evenings Holidays Weekends

Are you available to work overtime?

YES NO

If No, please explain:

Do you possess a current/active Commissioned Security Officer, Security Guard, Security Officer, Personal Protection Officer, or Private Investigator Card/License/Registration certificate, issued in the State by which you desire employment?

If Yes, please list the following information:

State of Issuance	License/Registration Number
Type of License	Expiration Date

***List any additional active Commissioned Security Officer, Security Guard, Security Officer, Personal Protection Officer, or Private Investigator Card/License/Registration certificate(s) in the Employment section of this application.**

If applying for Security Officer/Guard position that requires firearms certification, are you willing to be examined by a licensed psychologist regarding your mental suitability to carry a firearm?

YES NO

Do you currently possess a valid driver's license, issued by the State in which you currently reside?

YES NO

Name on Driver's License	Driver's License Number
Expiration Date	State of Issuance



Have you ever had automobile insurance withdrawn or revoked or have you ever been refused automobile insurance?

YES NO

If yes, please explain:

Are you either a United States citizen OR legally authorized to work in the United States, without limitation or restriction?

YES NO

Have you served in the United States Armed Forces?

YES NO

If Yes, please

Date of Entry	Date of Ending Service
Branch of Service	

If Yes, list: What military education, training, skills or work experience did you gain, related to the position you are applying for?

Have you previously been employed by International Protective Service, Inc. (IPS) or any of its subsidiaries?

YES NO

If Yes, list: date(s), location(s), and position(s) held:

Does International Protective Service, Inc. (IPS) or any of its subsidiaries employ any relative(s) or friends of yours?

YES NO

If Yes, please list:

Name	Relationship
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SPECIAL SKILLS AND QUALIFICATIONS

List any job related occupational, professional and/or special licenses or certifications (other than listed above), or other information including any foreign language proficiency, you have that you believe would be helpful to us in considering you for employment (list licensing authority, license number, as well as subject of certifications, etc.):

If applying for an administrative position, list skills that you are proficient at (i.e. typing -including words per minute, computer, word processing, etc.), that we should consider:

List memberships in professional organizations related to the position you are applying for:

List any academic honors, outstanding achievements, scholarships or other significant job-related awards you have earned/received:



EMPLOYMENT HISTORY

Please list your work experience and Employment for the past ten (10) years, or to age 18, regardless of the length of employment, beginning with your most recent job held. Include military service and any periods of unemployment (you must account for each month and year). If you were self-employed, give firm name. (use additional sheets if necessary)

Name of Employer	Telephone Number
Address	City/State/Zip
Job Title	Dates Employed
Name of Supervisor	Supervisor's Number
Hours Worked per Week	Pay or Salary Start: End:

Reason for Leaving (Please be specific)

Were you ever disciplined with the following: warning(s), suspension(s), and discharge (d)?

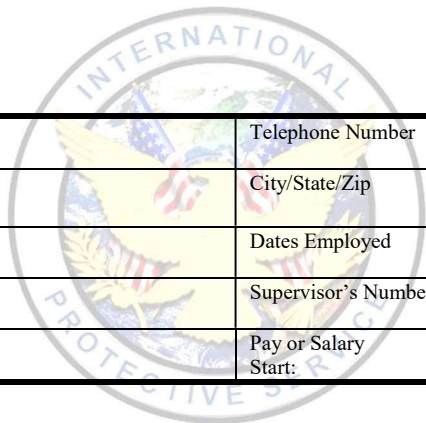
YES NO

If Yes, please explain the facts and circumstances surrounding the action:

May we contact your current/former employers to verify information?

YES NO

Duties: Detail the duties performed, skills used or learned, advancements or promotions, and responsibilities. Describe your job in sufficient detail so that we can determine not only your tasks, but the level of responsibilities. (use supplemental sheet if needed):



Name of Employer	Telephone Number
Address	City/State/Zip
Job Title	Dates Employed
Name of Supervisor	Supervisor's Number
Hours Worked per Week	Pay or Salary Start: _____ End: _____

Reason for Leaving (Please be specific)

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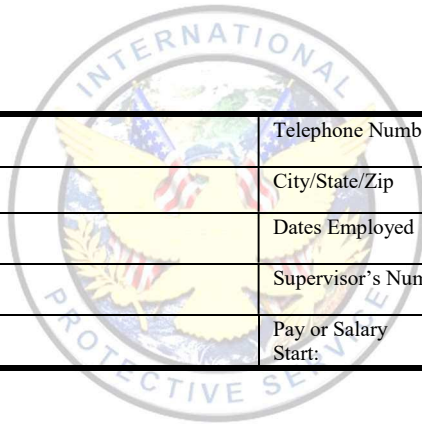
YES NO

If Yes, please explain the facts and circumstances surrounding the action:

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Name of Employer	Telephone Number
Address	City/State/Zip
Job Title	Dates Employed
Name of Supervisor	Supervisor's Number
Hours Worked per Week	Pay or Salary Start: _____ End: _____

Reason for Leaving (Please be specific)

Were you ever disciplined with the following: warning(s), suspension(s), and discharge (d)?

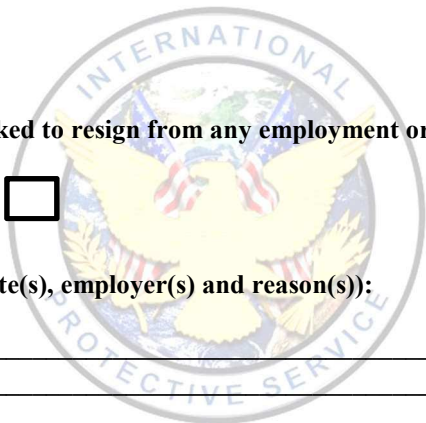
YES NO

If Yes, please explain the facts and circumstances surrounding the action:

May we contact your current/former employers to verify information?

YES NO

Duties: Detail the duties performed, skills used or learned, advancements or promotions, and responsibilities. Describe your job in sufficient detail so that we can determine not only your tasks, but the level of responsibilities. (use supplemental sheet if needed):



Have you ever been dismissed or asked to resign from any employment or position you have held?

YES NO

If Yes, provide details (including date(s), employer(s) and reason(s)):

Have you ever quit a job after being told you would be fired?

YES NO

If Yes, provide details (including date(s), employer(s) and reason(s)):

Have you ever left a job by mutual agreement following allegations of misconduct or unsatisfactory job performance?

YES NO

If Yes, provide details (including date(s), employer(s) and reason(s)):

Have you ever left a job for other reasons under unfavorable circumstances?

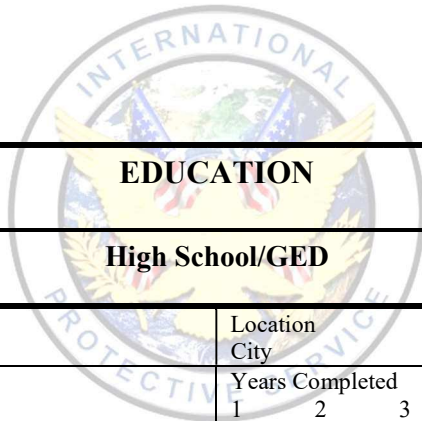
YES NO

If Yes, provide details (including date(s), employer(s) and reason(s)):

Have you ever applied for employment with any criminal justice or security agency not listed as an employer?

YES NO

If Yes, provide name of agency(s), date of application(s), and reason(s) not accepted for employment:



EDUCATION

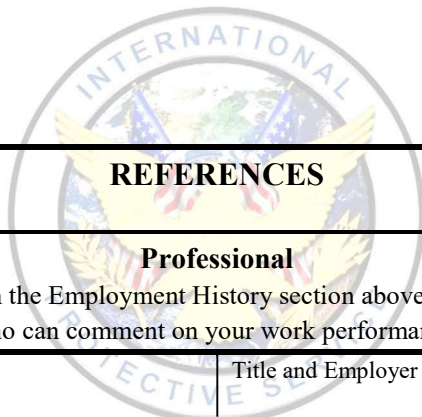
High School/GED

Name of School	Location City	State
Degree Earned	Years Completed 1 2 3 4	

College/Vocational/Technical/Professional

Name of School	Location
Degree Earned	Major
Years Completed 1 2 3 4	Completion Date

Name of School	Location
Degree Earned	Major
Years Completed 1 2 3 4	Completion Date



REFERENCES

Professional

In addition to the supervisor listed in the Employment History section above, list three (3) *professional* references who can comment on your work performance.

Name	Title and Employer
Relationship	Years Known 1 2 3 4 5+
Contact Number	Contact E-mail

Name	Title and Employer
Relationship	Years Known 1 2 3 4 5+
Contact Number	Contact E-mail

Name	Title and Employer
Relationship	Years Known 1 2 3 4 5+
Contact Number	Contact E-mail

Personal

List three (3) names of persons *not related* to you, whom you have known at least two (2) years.

Name	Title and Employer
Relationship	Years Known 1 2 3 4 5+
Contact Number	Contact E-mail

Name	Title and Employer
Relationship	Years Known 1 2 3 4 5+
Contact Number	Contact E-mail

Name	Title and Employer
Relationship	Years Known 1 2 3 4 5+
Contact Number	Contact E-mail

Applicant Please Read Carefully Before Signing

I certify that the answers given to the questions and the statements made (including statements on a resume, and inserted forms if any) on this Application for Employment and in the hiring process are true and correct to the best of my knowledge. I understand that the submission of any false information, a false statement, a false answer, an omission or a misleading statement in conjunction with my application may result in a decision not to hire me, the withdrawal of any offer of employment, or immediate termination of my employment with International Protective Service, Inc. (IPS) or any of its subsidiaries regardless of when such false, misleading, or erroneous information is discovered.

In exchange for the consideration of my Application for Employment by International Protective Service, Inc. (IPS) or any of its subsidiaries (hereinafter called “the Company”), I agree that neither the acceptance of this Application for Employment nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of standard of operating guide, employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of International Protective Service, Inc. (IPS) or any of its subsidiaries, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President and CEO of the Company. Both the undersigned and International Protective Service, Inc. (IPS) or any of its subsidiaries may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I further understand that if employed, my employment with International Protective Service, Inc. (IPS) shall be probationary for a period of ninety (90) days.

I hereby consent to and authorize International Protective Service, Inc. (IPS) to investigate the statements and information contained in this application and to contact previous employers and furnished references, and understand the eligibility requirements for position being sought.

Full Legal Name Signature of Applicant (sign in ink)

Date Signed

Print Full Legal Name



Job Description

Description: Security Officer

Security Officer Job Purpose: Maintains safe and secure environment for customers and employees by patrolling and monitoring premises and personnel.

Security Officer Job Duties:

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Obtains help by sounding alarms.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- Controls traffic by directing drivers.
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Maintains environment by monitoring and setting building and equipment controls.
- Maintains organization's stability and reputation by complying with legal requirements.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- Contributes to team effort by accomplishing related results as needed.

Skills/Qualifications: Lifting, Surveillance Skills, Deals with Uncertainty, Judgment, Objectivity, Dependability, Emotional Control, Integrity, Safety Management, Professionalism, Reporting Skills.