



ALERT PATROL, INC

GENERAL INFORMATION

DATE: _____

NAME: _____

POSITION APPLYING FOR:

OWN A WEAPON:

- UNARMED
- ARMED

___ YES
___ NO

AVAILABLE TO WORK:

- FIRST SHIFT
- SECOND SHIFT
- THIRD SHIFT



ALERT PATROL, INC

In order to get to know you, what security post have you worked at?

Company Name:	Address:
Post Name: _____	Manager in Charge of post : _____
Company Name:	Address:
Post Name: _____	Manager in Charge of post : _____
Company Name:	Address:
Post Name: _____	Manager in Charge of post : _____



ALERT PATROL, INC
APPLICATION FOR EMPLOYMENT

We are equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex religion, disability or national origin. Date / /

Employment Desired

Position	Date You Can Start	Salary Desired	Type of Employment Full Time _____ Part Time _____
Are you employed now? YES <input type="checkbox"/> NO <input type="checkbox"/>		If so may we contact your present employer? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever applied to this company before? YES <input type="checkbox"/> NO <input type="checkbox"/>		Where?	When?

Personal Information

Last Name	First Name	Middle Initial
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Address (Number , Street, City, State, and Zip Code)

Social Security Number	Contact Number	Referred By:
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Education

High School Attended and Location	No. of Years Completed	Did you Graduate?	
College Attended and Location	No. of Years Completed	Did you Graduate?	Degree
Trade, Business or Correspondence School Attended and Location	No. of Years Completed	Did you Graduate?	Degree or Certificate

Employment History (list Present or Most Recent Position First)

Name of Employer		Address (Number , Street, City, State, and Zip Code)	
Phone	Type of Business	Department	Your Position
Duties			
Name and Position of Immediate Supervisor:			
Date Employed (mm/dd/yyyy)	Date Left (mm/dd/yyyy)	Starting Salary	Ending Salary
Reason for Leaving:			



ALERT PATROL, INC

Name of Employer		Address (Number , Street, City, State, and Zip Code)	
Phone	Type of Business	Department	Your Position
Duties			
Name and Position of Immediate Supervisor:			
Date Employed (mm/dd/yyyy)	Date Left (mm/dd/yyyy)	Starting Salary	Ending Salary
Reason for Leaving:			
Name of Employer		Address (Number , Street, City, State, and Zip Code)	
Phone	Type of Business	Department	Your Position
Duties			
Name and Position of Immediate Supervisor:			
Date Employed (mm/dd/yyyy)	Date Left (mm/dd/yyyy)	Starting Salary	Ending Salary
Reason for Leaving:			
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Phone	Type of Business	Department	Your Position
Duties			
Name and Position of Immediate Supervisor:			
Date Employed (mm/dd/yyyy)	Date Left (mm/dd/yyyy)	Starting Salary	Ending Salary
Reason for Leaving:			
Name of Employer		Address (Number , Street, City, State, and Zip Code)	
Phone	Type of Business	Department	Your Position
Duties			
Name and Position of Immediate Supervisor:			
Date Employed (mm/dd/yyyy)	Date Left (mm/dd/yyyy)	Starting Salary	Ending Salary
Reason for Leaving:			

Signature

Initials



ALERT PATROL, INC

Employee Contact Information

Employee Name: _____ D.O.B _____

Address: _____

Home Phone: _____ Cell Phone: _____

Social Security # _____ Work Visa # (If applicable) _____

Email Address: _____

Emergency Contact: _____ Phone: _____

Nearest Relative Name: _____ Phone: _____

Nearest Relative Address: _____

Vehicle Type: _____ Vehicle Year: _____ License Plate: _____

Driver License # _____ Expiration: _____

Employee Availability

	DAY	EVENING	MIDNIGHTS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			



ALERT PATROL, INC
Basic Grammar Section

Choose the **Best** answer to complete the sentence.

1. Simon _____ very tall.
 - is
 - are
 - has

2. She _____ likes football very much.
 - don't
 - doesn't
 - hasn't

3. How _____ does one lesson cost?
 - many
 - much
 - is

4. The plural of "man" is _____.
 - mans
 - men
 - mens

Circle – True or False

5. Noun [naun] *noun*:
A word used as the name of a person, animal, place, state or thing. T or F

6. The United States consists of 50 states. T or F

7. You must have your security license on you every time you go to work. T or F



ALERT PATROL, INC
Basic Math Section

1. $6 + 2 = \underline{\quad}$

2. $3 + 13 = \underline{\quad}$

3. $9 - 4 = \underline{\quad}$

4. $17 - 8 = \underline{\quad}$

5. $7 \times 8 = \underline{\quad}$

6. $10 / 15 = \underline{\quad}$

7. $12 / 32 = \underline{\quad}$

Find the unknown number.

8. $47 - Z = 7$

9. $16 = X + 13$

Complete the sequence.

10. 2, 4, 6, $\underline{\quad}$, 10, $\underline{\quad}$, $\underline{\quad}$

11. 4, 8, 16, $\underline{\quad}$, 64, $\underline{\quad}$

12. 5, 10, $\underline{\quad}$, $\underline{\quad}$, 25

13. 20, $\underline{\quad}$, 11, 8, $\underline{\quad}$, 5

14. 1, $\underline{\quad}$, 5, $\underline{\quad}$, 9, $\underline{\quad}$



ALERT PATROL, INC

Continuation

1. The President of the company ABC Warehousing arrives at the gate you are working and states he has forgotten his I.D. what do you do?

2. The gatehouse you are working requires that **Everyone** will be cleared before entering the property.

A visitor arrives to see the Warehouse Manager; you did not receive a pre-authorization for the visitor. What do you do? _____

3. What are your career goals if you join Alert Patrol, Inc. Group?

4. Read the following statement and then fill out the **Incident Report:**

You work the (3) third shift 12:00 am (0000) to 8:00 am (0800) on March 12, 2010 at the Bickford Corporation Headquarters. You arrive 45 minutes early and you find the Security Officer on duty sleeping. It is obvious that he has been drinking.

Date: _____ Time: _____ Post: _____



ALERT PATROL, INC

Criminal History

Have you ever been convicted of a felony or a misdemeanor? YES NO

If you answer YES, please explain; answering yes does not automatically exclude you.

Have you ever served in the MILITARY? YES NO

If YES, provide the following information:

Branch of Service: _____ Highest Rank Achieved: _____

I served from _____ to _____

Special Honors:

Skills

Please describe any skills you have in the following areas:

Computers, firearms, baton, less than lethal and or any other advanced training.

Do you possess a valid **Security D – License**? If yes, provide the jurisdiction and number:

Do you possess a valid **Security G – License**? If yes, provide the jurisdiction and number:



ALERT PATROL, INC

5100 West Copans Road - Suite 310

Margate, FL 33063

Phone: 844-970-7655

Fax: 844-970-0707

Employment Verification and Release Form

Please complete this verification sheet of employment and return by fax ASAP. Thank you

Name: _____ S.S # _____

I certify that all statements made on the employment application and / or during the interview process about my previous employment and educational and military history are true to the best of my knowledge. I hereby authorize the Alert Patrol, Inc. to contact my past employers and references to obtain information about me. I agree to supply additional information as required. I understand that if any statements and / or information are found to be false or misleading, such falsification can be cause for disqualification or immediate dismissal: TERMINATION.

Applicant Signature

Date

The following person has applied for employment with our company. Below is the information he/she provided regarding his/her employment with your company. Please verify whether the information is correct and/or if it is not. Please confirm the correct information.

Applicant Name: _____ S.S # _____

	Information stated on application	Correct	Comments
Dates of Employment		Y OR N	
Job Title:		Y OR N	
Pay Rate:		Y OR N	
Reason for Separation:		Y OR N	

Any Behavioral / Absenteeism / Tardiness Problems:

Additional Comments:



ALERT PATROL, INC

CONTINGENT OFFER LETTER

ALERT PATROL, INC.

5100 West Copans Road – Suite 310

Margate, FL 33063

Dear Security Officer:

Welcome to Alert Patrol, Inc., one of the leading security officer companies in the United States! We are pleased to extend you a **contingent offer of employment**.

Provided you successfully complete all of Alert Patrol, Inc. pre-employment requirements: i.e. background investigation, (6) six panel drug screen and employment verification. We will notify you no later than (2) two business days to return to the office to attend our in-house orientation, complete additional paperwork and provide proof of identity and eligibility to work in the United States. You will be called the day before to confirm your appointment. If you have any questions, please do not hesitate to contact us.

Thank you for applying with Alert Patrol, Inc., and we wish you the very best of luck as we embark on a new relationship and you begin a new career.

Sincerely,

Management

Alert Patrol, Inc.

Your **Signature** is required below as your acceptance of the contingent offer of employment.

Signature

Date



ALERT PATROL, INC

Employee Information Form

NAME: _____

HIRED DATE: _____

STARTING WAGE: _____

POSITION HIRED FOR: _____

POST / ASSIGNMENT: _____

DATE	<u>RE-ASSIGNMENT</u>	<u>RATE OF PAY</u>

TERMINATION DATE: _____

Minimum Wage Policy

As a term of employment, all whom, want to resign from Alert Patrol Inc. are required to issue a **14-day written** notice to our corporate office, in person. All employees who fail to issue this notice or are terminated for a **No-Call/No-Show or Post Abandonment** will be subject to pay decrease to minimum wage, for the entire pay period yet to be paid.

In the case of **Sleeping and / or Abandonment of Post** you will **NOT** be paid for the shift. Leaving without a relief is considered post abandonment.

Signature

Date



ALERT PATROL, INC
STATEMENT OF CONFIDENTIALITY

I, undersigned, understand that if I am employed by you in any capacity, I am going to be entrusted with confidential information and the preservation of such confidence as prescribed by law. In the contemplation of the certainty of this fact, I hereby agree to the following:

Protection of Confidential Information: I will not, directly or indirectly, use, make available, sell, disclose or otherwise communicate to any third party, other than in my assigned duties and for the benefit of this company, any of the Company's Confidential Information, either during or after employment with this company. In the event I desire to publish the results of my work for the Company through literature or speeches, I will submit such literature or speeches to the C.E.O. of the Company at least 10 days before dissemination of such information for a determination of whether such disclosure may be highly prejudicial to the interests of this company, or may constitute an invasion of its privacy. I agree not to publish, disclose or otherwise disseminate such information without prior written approval of the C.E.O. of this company. I acknowledge that I am aware that the unauthorized disclosure of Confidential Information of the Company may be highly prejudicial to its interests, an invasion of privacy, and an improper disclosure of confidential information.

Delivery of Confidential Information: Upon request or when my employment with this company terminates, I will immediately deliver to the C.E.O. all copies of any and all material and writings received from, created for, or belonging to this company including, but not limited to, those which relates to or contains Confidential Information.

- a. Location and Reproduction I shall maintain at my work station and/or any other places under my control only such Confidential Information as I have a current "need to know." I shall return to the appropriate person or location or otherwise properly dispose of Confidential Information once that need to know no longer exists. I shall not make any copies of or otherwise reproduce Confidential Information unless there is a legitimate business need of the Company for reproduction.

Third Party Information: I acknowledge that this company has received and in the future will receive from third parties their confidential information subject to a duty on this company's part to maintain the confidentiality of such information and to use it only for certain limited purpose. I agree that, during the Period of Employment and thereafter, I will hold all such confidential information in the strictest confidence and not to disclose or use it to, except as necessary to perform my obligations hereunder and as is consistent with the this company's agreement with such third parties.

For Cause: Notwithstanding anything herein to the contrary, this company may terminate my employment hereunder for cause for any of the following reasons: (1) conviction of a felony, or a misdemeanor where imprisonment is imposed, (2) commission of any act of theft, fraud, or falsification of any employment or this company's records in any material way, (3) my failure or inability to perform any material reasonable assigned duties after written notice from this company, and a reasonable opportunity to cure, such failure or inability, or (4) material breach of this Agreement which breach is not cured within one day following written notice of such breach. Upon termination of employment with this company for cause, this company shall be under no further obligation to me for salary or bonus , except to pay all accrued but unpaid base salary, accrued bonus (if any) and accrued vacation to the date of termination thereof.

Payroll: I will not disclose any type of information of my paycheck and how much I make from Alert Patrol, Inc.; if I do I will be terminated from Alert Patrol, Inc. All information of employee income should be kept confidential.

Exclusive Employment: During employment with this company (a) I will not do anything to compete with the Company's present or contemplated business, nor will I plan or organize any competitive business activity and (b) I will not enter into any agreement which conflicts with my duties or obligations to this company I will not during his employment or within two (2) years after it ends, without this company's express written consent, solicit or encourage any employee, client, independent contractor, supplier, consultant, investor, or alliance partner to terminate or alter a relationship with this company. I will not also seek employment with any of Alert Patrol, Inc. present and past clients.

Candidate Signature: _____

Date: _____

Candidate Name (Printed) _____



ALERT PATROL, INC

Release Form Agreement

I, _____, agree to allow **Alert Patrol, Inc.** and anyone they may empower, to use, trade, or sell, all photographs of me displaying security uniforms. I further give complete permission for the use, display, publishing, printing, copying or replication of these photographs of me on security websites or any websites for advertisement or any promotional literature without payment or compensation of any nature to me at any time for any reason now and forever.

I further state and agree that I am of sound mind and that by signing this agreement that I will be giving up all rights to these photographs, any copies, and all reprints, forever without receiving any compensation. And that these photographs shall be the sole property exclusively of the aforementioned company and their officers and staff, without limit, to do with as they please without limit, and that I shall never be entitled to any compensation of any kind connected to the use of these photographs.

Date: _____

Signature: _____

Witness: _____



ALERT PATROL, INC

Employee Dress Code Guidelines

It is important that API employees meet and respond to our clients' daily needs.

As representatives of API Security Services it is vital to project a positive image including a neat, clean and professional appearance.

****Supervisors are responsible for insuring officers comply with the dress code requirements.***

Hair Style:

Male employees:

1. Hair should be neat, clean, trimmed, and not extrude more than 3" from scalp. Hair will not cover more than 1" of the ear from the top and any part of the collar.
2. Sideburns will not extend beyond the lowest part of the ear and not flare at the base. Sideburns will not connect with moustaches.
3. Neatly trimmed moustaches may be worn, but will not extend more than 1/2" beyond the corners of the mouth or extend over the upper lip. **Beards and goatees are prohibited.**
4. Nails must be clean and maintained no longer than 1/8"

Female employees:

1. Hair may touch, but not extend below the shoulders.
2. Hair longer than shoulders must be maintained in a bun or and upwards do.
3. If a hair clip or barrette is worn, it must blend with hair color.

Jewelry regulations:

1. No bracelets and/or necklaces are to be worn while on duty.
2. Earrings are limited to the female employees only and are not to exceed the size of a dime.
3. Rings are limited to 1 per hand.
4. Jewelry worn as neckwear by uniformed employees will not be visible to the public.
5. Employees will not be reimbursed for any loss or damaged jewelry.

Wearing the Alert Patrol:

1. Uniformed employees must wear entire regulation Uniform. Wearing a partial uniform is prohibited
2. Uniforms will only be worn by authorized employees when on duty, coming to/from work, or on an authorized special assignment.
3. Employees will be responsible for maintaining their uniforms and accessories.
4. Employees will replace and repair items at their own expense if uniform items become damaged beyond normal wear and tear.

Employee

Witness

Date



ALERT PATROL, INC

Limits of Authority and Use of Force and Special Security Devices

Security personnel **do not** have police powers beyond that of any ordinary citizen, and must operate under the laws empowering private person arrests and use reasonable force. Officers are not permitted to touch, search or arrest any individual except under limited circumstances. The circumstances under which a Security Officer may touch, search or deter an individual are as follows:

1. When the individual has freely and voluntarily consented to the search
2. When acting in self defense
3. In making a legal citizen's arrest, upon witnessing a felony
4. When protecting the safety of others
5. At the instruction of law enforcement.

Use of Force

Security personnel are required to exercise extreme caution and good judgment when considering the use of force. When faced with a clear and immediate threat of bodily harm, the Security Officer must always consider retreating with any other people present to a secure position.

A Security Officer must only use the degree of force necessary to repel an attack or threat of an attack. When a use-of-force situation arises, call the police for assistance and call Company management.

Security Officers who improperly use or apply excess force may be subject to disciplinary action and may be held criminally liable for their actions.

Documentation

In the event of any physical altercation involving a Security Officer, the officer must make every effort to secure names and addresses of all witnesses, along with names and addresses of person(s) involved. The officer will submit a detailed written report of the incident to appropriate Company supervision.

Deadly force is never to be utilized for the protection of property of information.

"Deadly Force" is any use of force that is likely to cause death or serious bodily injury. Deadly force should only be used to defend life. Security Officers who improperly use or apply excessive force may be held liable for their actions in a court of law.

Special Security Devices

Generally, security devices are not appropriate or necessary for normal security assignments. Accordingly, security personnel do not carry or use special security devices unless the facts and circumstances of a particular post assignment indicate that the use is reasonable and appropriate. In every situation, special security devices must be authorized in writing by branch management. Such devices may include handcuffs, firearm, holster, ammunition carriers, mace or pepper spray, soft body armor or clubs. In all cases, our Company will issue the equipment and all officers will be trained for its use in accordance with Company policy. Some states require security personnel to have permits to carry non-lethal weapons in addition to certified training.

Employee

Date



ALERT PATROL, INC
Policy on Sexual Harassment

SEXUAL HARASSMENT: It is policy of API to provide an environment free of sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when:

1. Submission to such conducts made either explicitly or implicitly a condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
3. Such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

API strictly forbids any employee from engaging in any of the above-described conduct. Anyone found to have engaged in harassment will be subject to disciplinary measures, up to and including termination.

API will maintain a work environment free from sexual harassment. Anyone who claims that he or she is the victim of sexual harassment should report the incident directly to the Supervisor or Manager. If the complaint involves a Supervisor, the complaint the complaint should be filed directly with the board of directors at API (or some other designated representative of the Association). All complaints will be handled in a timely and confidential manner. API will conduct a prompt and through investigation of the complaint and, where applicable, take appropriate disciplinary measure against the offending party. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. There will be no retaliation against any person perusing his or her rights under the law of this policy.

API'S position is that sexual harassment is a form of misconduct which undermines the integrity of the employment relationship. No employee, either male or female, should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a sociably acceptable nature. It refers to behavior which is not welcomed, which is personally offensive, which debilitates morale, and which, therefore, interferes with work effectiveness.

Employee

Date

Management

Date



ALERT PATROL, INC

Uniform Return Policy

Due to loss of uniforms, if by any chance employee is terminated, quits or decides not to work for Alert Patrol anymore, they will be granted a period of **(5) five business days** to return their uniforms in **satisfactory condition**.

Satisfactory condition is defined as DRY CLEANED AND WITH NORMAL WEAR.

In the event that the uniform is **not returned** in the prescribed allotted amount of time:

- You will be reported to the State.
- Your paycheck(s) will be deducted for the total cost of uniform.

Employee

Date



ALERT PATROL, INC
Authorization for Payroll Deduction - If Applicable

Client Name _____

Employee Name _____

SS # _____

Start Date _____

***** Date must fall within the pay period in which the deduction is to start. *****

_____ I hereby authorize my employer to deduct a one-time deduction of \$ _____.

_____ I hereby authorize my employer to deduct an on-going deduction of \$ _____ per pay period,
to a total of \$ _____.

For the purpose of:

_____ Uniforms

_____ Cellular Phone

_____ Tools

_____ Meals

_____ Other _____

I understand that upon the conclusion of my employment relationship, I authorize my employer to deduct from my **FINAL PAYROLL CHECK** any unpaid balance I may owe in compliance with the Fair Labor Standards Act.

Employee

Date



ALERT PATROL, INC

Employee Handbook and Manual

By signing below I, _____ agree that I have received and fully understand the employee manuals' rules and regulations; also they are subject to change at any time.

Employee

Date



ALERT PATROL, INC
WORKER'S COMPENSATION PROCEDURE

Your safety is our concern. In order for us to ensure that you have received proper medical treatment if injured on the job, you must follow the below steps:

1. All injuries must reported immediately to a Supervisor before the end of your shift.
2. Any employee that needs medical treatment must receive a referral for an authorized medical provider or physicians from the Human Resources Representative. Please note that Personal Physicians are not authorized. In case of an emergency, you will be referred to the nearest emergency room.
3. Any employee that receives treatment must provide to Human Resources, a copy of their medical status. Please note, that without medical release, you will not be allowed to return to work.

If you have any questions concerning Workers Compensation Procedures, please contact the Human Resource Department at (844) 970-7655

Workers Compensation Fraud will not be tolerated!

I have read and understand the above Worker's Compensation procedures

Employee Name (Print)

Employee Signature

Date

Witness

Date



ALERT PATROL, INC

INDIVIDUAL EQUIPMENT AND NEW HIRE CHECKLIST

EMPLOYEE NAME: _____

ITEM	DATE RECEIVED
Employee Manual	
Map/Directions to Post	
Schedule of Tour	

ITEM	DATE RECEIVED	QUANTITY	INITIAL (Check out)	INITIAL (Return) (Mgmt.)	RETURN DATE	INITIAL (Return) S.O.	RETRUN DATE (Mgmt.)	CONDITION
Badge Metal								
Badge, Cap								
Baton Holder								
Black Belt								
Flashlight and holder								
Glossy Belt								
Handcuff Holder								
Hat, Security, (Male)								
Jacket, Black								
Key								
Keepers								
Nametag, Plastic								
Navy Blue Long sleeve								
Navy Blue Short sleeve			x					
Office Keys								
Pepper Spray								
Raincoat								
Sargent Pins								
Shirt, White								
Shirt, Blue								
S.O Pins								
S.P Pin								
Tie, Neck, Black (male)								
Traffic Vest								
Trouser, Black								
Trouser, Navy Blue			x					