

**CITY SECURITY & SAFETY, INC.**

**(DBA) MSS I INCORPORATED**

**5875 Peachtree Industrial Blvd. Suite 140**

**Norcross, GA. 30092**

**Office (770) 961-7244 – Fax (770) 961-7267**

# **APPLICATION**



# **FOR EMPLOYMENT**

**NAME:** \_\_\_\_\_

*When completing application use TAB button to move to next block, if a section (Does Not Apply) to you type DNA in block. Don't leave any block unfilled.*



**EMPLOYMENT APPLICATION**  
**MSSI, INC. DBA**  
**CITY SECURITY & SAFETY, INC.**  
 5875 Peachtree Industrial Blvd. Suite 140  
 Norcross, Ga. 30092  
 Office (770) 961-7244  
 www.CitySecurity.biz  
*C.S.S.I is an Equal Opportunity Employer*

Hired	Not Hired	Pending
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Position Applying For:** (An original application is required for each position) **\*Do you have an ANDROID CELL PHONE?**

**YES**  or **NO**

**\*If 'NO' "Are you willing to purchase an ANDROID CELL PHONE?**

**YES**  or **NO**

**PERSONAL DATA**

Name (Last)	(First)	(Middle)	Social Sec. #	Date of Birth
Address: (Street)		(City)	(State)	(Zip)
Home Telephone:	Other Phone:	Email Address:	Date Available For Employment:	
Are you at least 18 years of age?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Would you accept shift or night work?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have any relatives working for City Security & Safety or MSSI, Inc.? If Yes, List names, relationship and the department:			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever been or are you now employed with City Security & Safety or MSSI, Inc.? If yes, which department and dates employed:			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have transportation?	Model	Year	Make	Tag Number
				Yes <input type="checkbox"/> No <input type="checkbox"/>

**EDUCATION**

**HIGH SCHOOL**

Did you graduate from High School? Yes <input type="checkbox"/> No <input type="checkbox"/>	High School Name: C.S.I. <i>Preparation by M. Castro</i>
If not, do you have a GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	City, State
Check Highest Grade Completed:	9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>
Specialty Courses:	

**COLLEGE**

Name and Location of College/University/Tech	Major Courses of Study	Semester/Qtr Hours Completed	Years Completed	Type of Certificate or Degree Received:

<b>MILITARY SERVICE</b>	
Branch of Service:	Branch of Service:
Dates Served:	Dates Served:
Type of Discharge:	Type of Discharge:

**EMPLOYMENT HISTORY**  
 Provide your employment history beginning with your present or most recent job. If you were self-employed, give firm name. Include any military or volunteer work. Failure to give complete information regarding each job held may result in your disqualification. Complete addresses with zip codes and phone numbers for all employers are necessary.

**A resume may be attached only as additional information and will not be accepted in lieu of completing this section.**

<b>EMPLOYMENT #1</b>				
Dates Employed (Mo/Yr) To	Company Name	Company Phone #	Starting Salary	Ending Salary
Job Title	Company Address City State Zip		Supervisor Name	
Duties & Responsibilities:				
Reason for leaving:			May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

<b>EMPLOYMENT #2</b>				
Dates Employed (Mo/Yr) To	Company Name	Company Phone #	Starting Salary	Ending Salary
Job Title	Company Address City State Zip		Supervisor Name	
Duties & Responsibilities:				
Reason for leaving:			May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

<b>EMPLOYMENT #3</b>				
Dates Employed (Mo/Yr) To	Company Name	Company Phone #	Starting Salary	Ending Salary
Job Title	Company Address City State Zip		Supervisor Name	
Duties & Responsibilities:				
Reason for leaving:			May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

<b>EMPLOYMENT #4</b>				
Dates Employed (Mo/Yr) To	Company Name	Company Phone #	Starting Salary	Ending Salary
Job Title	Company Address City State Zip		Supervisor Name	
Duties & Responsibilities:				

Reason for leaving:	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
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### DRIVING HISTORY

Do you have a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/>	Which State?	Driver's License No.	Date of Expiration
Do you have a commercial driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/>	Which State?	Which Type?	Driver's License No. Date of Expiration

### SKILLS AND TRAINING

**COMPUTER SKILLS:** (Check the boxes below only if you have experience with the software program for a minimum of 3 months)

<b>Operating System</b> <input type="checkbox"/> MS Windows 95/98/XP/Me <input type="checkbox"/> MS Windows NT/2000 <input type="checkbox"/> Other	<b>Word Processing</b> <input type="checkbox"/> Microsoft Word (version ) <input type="checkbox"/> Word Perfect (version ) <input type="checkbox"/> Other	<b>Spreadsheet</b> <input type="checkbox"/> Microsoft Excel (version ) <input type="checkbox"/> Lotus <input type="checkbox"/> Quattro <input type="checkbox"/> Other
<b>Database</b> <input type="checkbox"/> Microsoft Access (version ) <input type="checkbox"/> dBase <input type="checkbox"/> SQL <input type="checkbox"/> Other	<b>E-Mail</b> <input type="checkbox"/> Microsoft Outlook <input type="checkbox"/> Lotus Notes <input type="checkbox"/> GroupWise <input type="checkbox"/> cc:Mail <input type="checkbox"/> Other	<b>Other Programs</b> <input type="checkbox"/> Microsoft PowerPoint <input type="checkbox"/> Microsoft Publisher <input type="checkbox"/> Internet Explorer <input type="checkbox"/> Others:

### OTHER SKILLS

Are you able to speak any other languages besides English (If yes, please list):

What special skills, qualifications or certifications have you gained from former employers or other experiences which relate to the type of work for which you are applying?

### SAFETY DIVISION

Please answer the following when applying for a Security Officer position:

Security Officer, Investigator:	Are you at least 21 years old?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you State Firearms Certified	License #      Expired Date	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Administration</b>	Are you at least 18 years old?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you type 25 WPM		Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have filing experience		Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have Tele-marking Experience		Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>I Understand:</b>		
It's my responsibility to check email daily.		Yes <input type="checkbox"/> No <input type="checkbox"/>
It's my responsibility to update address.		Yes <input type="checkbox"/> No <input type="checkbox"/>
It's my responsibility to take care of all	Issued equipment.	Yes <input type="checkbox"/> No <input type="checkbox"/>
It's my responsibility to keep a working	Phone and CSSI has correct number.	Yes <input type="checkbox"/> No <input type="checkbox"/>

It's my responsibility to turn in all daily	Paperwork, including time and reports.	Yes <input type="checkbox"/> No <input type="checkbox"/>

### PERSONAL REFERENCES

**DO NOT USE RELATIVES OR PREVIOUS EMPLOYERS**

Providing this information means that you are giving City Security & Safety permission to contact all the references.

NAME	Address	Telephone
1:		( ) -
2:		( ) -
3:		( ) -

### 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

### Job Requirements

1. City Security & Safety has mostly nighttime schedules, which include working weekends and Holidays. Is this acceptable to you? If so, what hours do you prefer?  Yes or  No,
2. Security Officer duties require walking for long periods of time. Will this be a problem for you?  Yes or  No, if yes explain
3. City Security & Safety requires that all accepted applicants pass an entrance examination, which is given, at the end of our three-day orientation before being assigned to any post. If you are accepted there will be no charge to attend the training session. Is this acceptable to you?  Yes or  No
4. Do you understand that a Security Officer even if armed is NOT a Police Officer?  Yes or  No
5. It will be your responsibility to get to your scheduled assignment on your own and it is not the responsibility of City Security & Safety Do you understand and accept this?  Yes or  No

### PRE-EMPLOYMENT DRUG TESTING ACKNOWLEDGEMENT

**Please complete this section only if applying for a safety sensitive position.**

I hereby acknowledge and understand that, as part of my application for employment for a position which involves the performance of safety-sensitive functions I must submit to a urine drug test. I acknowledge and understand that any offer of employment is contingent on the passing of the aforementioned drug test and I will not be assigned to perform a safety-sensitive function unless my urine drug test has a verified negative result having no evidence of prohibited drug use.

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



## APPLICANT'S STATEMENT

I certify that the information given in this application is true and complete to the best of my knowledge. I understand that this application is not a contract of employment. I further understand that either City Security & Safety or myself may terminate with or without cause my employment and compensation at any time. I understand that submission of the application in no way assures me a position and that no City Security & Safety representative has the authority to enter into any employment agreement with me contrary to the foregoing.

Employment with City Security & Safety is contingent upon successfully passing a three day non paid orientation before being hired, a medical and physical examination (which will include a drug screening provided at cost to the applicant/employee).

I understand that failure to submit a complete application may disqualify me from consideration for a position.

I understand that any untrue statement in the application may result in my dismissal at any time during my employment with City Security & Safety.

I understand and agree that I will follow all policy and procedures of City Security & Safety. I understand and agree that City Security uses a mobile application for report writing and guard control. I understand that I will not hold City Security responsible for any damages via a third party application or software. I further understand that I will be compensated for the use of my cellular telephone. However, I agree that while employed at City Security I will maintain a working service with my telephone provider and while on duty that I will keep my GPS tracking device on at all times.

I authorize the release of high school and college transcripts, information concerning my previous employment and any information my former employers may have pertinent to the application and the employment procedures of City Security & Safety. I release all parties from all liability for any damage that may result from requesting, providing, processing, retaining or releasing any information about me. A photographic copy of this authorization shall be as valid as the original.

I understand resumes, letters of reference, certificates, etc., submitted with the application become the property of City Security & Safety and cannot be returned. The information I have provided on the application is subject to public disclosure under the Open Records Act.

I authorize, and give my consent for City Security & Safety to take my picture or video during the course of employment. I understand and agree that these photos or video may include images of me performing my duties.

I understand that I have no rights to these photos or video, and they shall be used exclusively for company business. I further understand and acknowledge that there will be no compensation for these photos.

I understand that disclosure of my Social Security number on this application for employment is voluntary, That this information is solicited pursuant to the employer's policies, and that it is intended to be used for the purposes of identification and tracking by the employer in employment transactions.

By signing this application, I hereby acknowledge that I understand and agree to all provisions outlined herein.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

City Security & Safety does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

## HOW DID YOU HEAR ABOUT THIS POSITION?

City Security & Safety Website  Job Line (City Security's Phone Line)  City Security & Safety Job Board

Other Website: Please list:

Newspaper: Please list:

Friend/Acquaintance - Name:

Unemployment Office(which state):

Security Academy(which state):

Other:

**Email your completed application to: [Employment@citysecurity.biz](mailto:Employment@citysecurity.biz)**

**DO NOT WRITE IN THIS SPACE**  
**Personnel use only**  
**Investigators Summary - Reference Verification**

Previous Employment

1	2	3	4
Military		School	
		High school	College/Trade
Criminal		Personnel	
		1	
		2	
		3	


Investigators: \_\_\_\_\_ ID# \_\_\_\_\_ Date: \_\_\_\_\_

Hire	Not Hire	Pending
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Captain: \_\_\_\_\_ ID# \_\_\_\_\_ Date: \_\_\_\_\_

Hire	Not Hire	Pending
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personnel Director: \_\_\_\_\_ ID# \_\_\_\_\_ Date: \_\_\_\_\_

Hire	Not Hire	Pending
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For Chief of Security

Appoint	Not Appointed	Retest	Pending More Info	Do Not Hire / Re-hire

Chief of Security: \_\_\_\_\_ ID# \_\_\_\_\_ Date: \_\_\_\_\_



**Applicant Information**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Position Applied for: \_\_\_\_\_

Applicant Signature: *X* \_\_\_\_\_

I authorize the release of high school and college transcripts, information concerning my previous employment and any information my former employers may have pertinent to the application and the employment procedures of City Security or MSSSI, Inc. I release all parties from all liability for any damage that may result from requesting, providing, processing, retaining or releasing any information about me. A photographic copy of this authorization shall be as valid as the original.

**Previous Employment (APPLICANT DO NOT FILL OUT)**

Name of Contact: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address Apt#

City State ZIP Code

Was the applicant an employee of your company? YES  NO

What was the period of employment? **START DATE:** \_\_\_\_\_ **END DATE:** \_\_\_\_\_

What was the applicant's position on the last day of employment? \_\_\_\_\_

What was the applicant's starting salary? \_\_\_\_\_

What was the applicant's ending salary? \_\_\_\_\_

What were the applicant's job responsibilities?

What was the applicant's reason for leaving?

Would you rehire this applicant? YES  NO

**VERIFICATION OF EMPLOYMENT: FAX TO (770) 961-7267**

# CITY SECURITY UNIFORM CHART

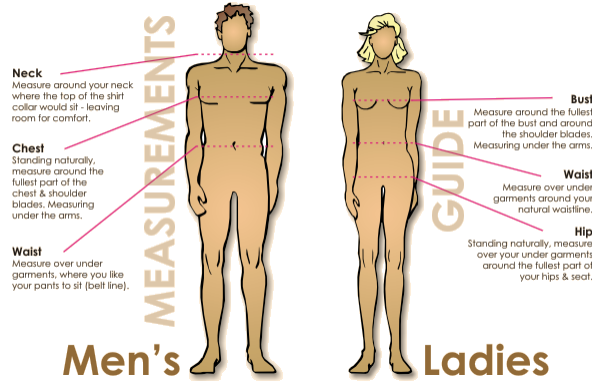
Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Please indicate your exact and correct shirt and pants size.



Circle CORRECT Sizes

<b>Men's shirts</b>								
Size	XS	S	M	L	XL	2XL	3XL	4XL
Chest(Cm)	102	107	112	117	122	127	132	137
<b>Ladies Shirts</b>								
Size	S (8-10)	M (10-12)	L (12-14)	XL (14-16)	2XL (16-18)	3XL (18-20)		
Chest (cm)	87	92	97	102	107	112		
<b>Mens Shirts &amp; Jackets</b>								
Size	XS	S	M	L	XL	2XL	3XL	4XL
Chest (cm)	112	118	122	127	132	139	145	151
<b>Ladies Shirts &amp; Jackets</b>								
Size	8	10	12	14	16	18	20	
Chest (cm)	98.5	103.5	109	114	119	124	129	
<b>Men / Women Trousers</b>								
Waist(in) Men	32	33	34	36	38	40	42	
Waist (in) Women	28	30	32	34	36	38	40	
Shoe Size								

**Please Note - The above information is intended as a guide only. Due to different fabrics and styling, each design will have slight variations in sizing**