

# AGP Lock & Security, LLC

"When you're *Serious* about Security, Call Us"  
"We are *Unlocking* your *Future Security Needs Today*"

3481 Dixie Highway Suite 109 Franklin, Ohio 45005 Office (513) 234-5671 Fax (513) 988-6340 www.AGPLock.com

## EMPLOYMENT APPLICATION

AGP Lock & Security, LLC., hereafter referred to as AGP Lock & Security, is an equal opportunity employer. Completion of this application is not a guarantee of employment, nor does this application constitute an employment contract. AGP Lock & Security is an "at will" employer. The applicant must realize that if hired, he/she is an employee of AGP Lock & Security, and that any lawsuits against clients of AGP Lock & Security are prohibited. AGP Lock & Security is a Drug-Free Workplace and also enforces a Harassment-Free Work environment.

### PERSONAL DATA *(Name Should appear as it does on your Social Security, Card)*

(First Name) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_

Social Security # : \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Application Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date Available to Start : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

City : \_\_\_\_\_ County : \_\_\_\_\_ State : \_\_\_\_\_ Zip : \_\_\_\_\_ - \_\_\_\_\_

Mailing Address *(if Different from Street Address)*: \_\_\_\_\_

Home Phone # : ( \_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone # : ( \_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Message Phone # : ( \_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Contact Name / Relation : \_\_\_\_\_

Is there any additional relative to a change of name, use of an assumed name or nickname necessary to verify the data in this application ?  Yes  No If Yes, Please give name(s):

Other Name(s) : \_\_\_\_\_

Nickname(s) : \_\_\_\_\_

Position Desired : \_\_\_\_\_ Salary Desired : \_\_\_\_\_

Are you at least 18 years of age?  Yes  No

Are you legally able to work in the United States?  Yes  No

Do you have a valid Ohio Driver's license?  Yes  No

License number : \_\_\_\_\_ State : \_\_\_\_\_ Class : \_\_\_\_\_ Expiration Date : \_\_\_\_ / \_\_\_\_  
(MM) / (YYYY)

Due to the nature of security work, client sites do not permit beards or body jewelry to be worn while on duty. Would this be a problem for you?  Yes  No If "Yes", please provide a voluntary explanation:

Have you previously applied with AGP Lock & Security in the past?  Yes  No If yes, when? \_\_\_\_ / \_\_\_\_  
(MM) / (YYYY)

Have you worked for AGP Lock & Security in the past?  Yes  No If yes, when? \_\_\_\_ / \_\_\_\_  
(MM) / (YYYY)

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## PERSONAL DATA (Continued)

Are you now, or have you ever been, a member of the U.S. Armed Forces? (Including National Guard or Reserve)  
 Yes  No If yes, please provide below:

Branch	Dates of Service	Rank/Rate	M.O.S.	Type of Discharge

Do you have any pending convictions or have you ever been **charged** of a crime?  Yes  No If "yes", for what offense? Give date, place and disposition. *Note: Final Disposition of charges will be taken into consideration. Convictions will not necessarily disqualify an applicant from employment. {Ref ORC § 4749.06(b)}.*

Date of Arrest	Charge	Disposition (if Known)

## SHIFT / EMPLOYMENT PREFERENCE

### Type of Employment Preferred:

Full Time  Part Time  Float/Fill-in  Any

**Shift Preference:**  1st  2nd  3rd  Any

If my shift preference is not available, I am willing to work:  1st  2nd  3rd  Any

Do to the nature of our industry/type of work, AGP Lock & Security employees are usually required to work on Saturdays and Sundays as part of their normal workweek. Would this be a problem for you?  Yes  No

If "Yes", please provide a voluntary explanation: \_\_\_\_\_

**Do you smoke or use tobacco?:**  Yes  No

If yes, are you able to work up to 12 hours without using any form of tobacco?  Yes  No

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## REFERENCES

Include only individuals familiar with your work abilities. **DO NOT INCLUDE RELATIVES.**

Name : _____ Relationship : _____
Address/City/State/Zip : _____
Day Phone # : _____ Evening Phone # : _____

Name : _____ Relationship : _____
Address/City/State/Zip : _____
Day Phone # : _____ Evening Phone # : _____

Name : _____ Relationship : _____
Address/City/State/Zip : _____
Day Phone # : _____ Evening Phone # : _____

## GEOGRAPHIC PREFERENCE

Locations	Check the client location(s) were you are interested in working:	
	Yes	No
Butler County	<input type="checkbox"/>	<input type="checkbox"/>
Cincinnati / Hamilton County	<input type="checkbox"/>	<input type="checkbox"/>
Dayton / Montgomery County	<input type="checkbox"/>	<input type="checkbox"/>
Springfield / Clark County	<input type="checkbox"/>	<input type="checkbox"/>
Columbus / Franklin County / Central Ohio	<input type="checkbox"/>	<input type="checkbox"/>

**REFERRAL SOURCE** Place a check (✓) to indicate source of referral(s).

<input type="checkbox"/> Advertisement - Name Publication / Website : _____
<input type="checkbox"/> AGP Lock & Security Employee - Name Employee : _____
<input type="checkbox"/> Other : _____

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**Previous Employment/Experience** (Start with most recent employer).

Most Recent / Current Employer			
Name Of Business : _____			
Address ( Include Street, City, & State) _____			
Phone Number ( ) - Ext.	Start Date	End Date	Salary
Position	Supervisor's Name		
Description of Duties and Responsibilities:			
Reason For Leaving:			
Previous Employer			
Name Of Business : _____			
Address ( Include Street, City, & State) _____			
Phone Number ( ) - Ext.	Start Date	End Date	Salary
Position	Supervisor's Name		
Description of Duties and Responsibilities:			
Reason For Leaving:			
Previous Employer			
Name Of Business : _____			
Address ( Include Street, City, & State) _____			
Phone Number ( ) - Ext.	Start Date	End Date	Salary
Position	Supervisor's Name		
Description of Duties and Responsibilities:			
Reason For Leaving:			

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Dear Employer: A current or previous employee of your company has applied for a position with our company. Please verify the information below, which the applicant has provided. Be assured that your responses will be held in strict confidence. If you have any questions, please call us between 8:00 am - 5:00 pm at the number above Monday through Friday. If you received this form via fax, please fax back to (513) 988-6340 or scan and email this for back to [ScottFraser@AGPLock.com](mailto:ScottFraser@AGPLock.com) . Please note the "Applicant Authorization" at the bottom of the page authorizing you to supply the requested information. Thank you in advance for your cooperation.

Applicants Name: \_\_\_\_\_  
Name of Contact \_\_\_\_\_  
Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street Address Apartment/Suite or Unit

City State Zip

	Verified	Comments if not Verified
Position/ Title _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Dept./Division: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Employed From ___/___/___ to ___/___/___	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Ending Salary/Wage: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Reason for Leaving: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Eligible for Rehire <input type="checkbox"/> Yes <input type="checkbox"/> No if Not Why _____		

Signature Title/Company Date

## APPLICANT AUTHORIZATION

By signing below, I acknowledge the Notice Regarding Background Investigation and certify that I have read and understood the notice. I hereby authorize the obtaining of "consumer reports: and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer or insurance company to furnish any and all background information, including but not limited to: dates of employment, position held, wages, reason for leaving, employment/ attendance history and eligibility for re-hire requested by AGP Lock & Security or another outside organization acting on behalf of AGP Lock & Security. I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original.

Applicant Signature Date

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EDUCATION AND TRAINING			
High School, GED, Trade School, College, Graduate School			
Name of School and Address	Diploma/ Degree Earned	Minor / Major Field of Study	
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Special Skills and Qualifications			
Security Related Courses			
Course	Instructing Agency/ Institute Name, City/State	Date Received	Expiration Date
OPOTC Firearms			
OHIO Carry Conceal			
ASP Baton			
Taser			
Chemical Repellant (OC)			
First Aid			
CPR			
Handcuffing/restraints			
Unarmed Self-Defense			
Use-of-Force, Response			
Report Writing			
List any Other Pertinent Course(s)			
Course	Instructing Agency/ Institute Name, City/State	Date Received	Expiration Date
<b>Language Skills (Other-than-English)</b>			
Include only language(s) that you have fluent comprehension of. (Explain).			
_____			
_____			

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## Armed / Unarmed Security Officer Job Description

Perform a variety of security related duties to include but not limited to patrolling, securing areas, escorting employees / customers, and maintain a level of visibility. Respond to emergencies situations (notify authorities when requested); deter crime (i.e. theft, loitering, etc) and assist local law enforcement when requested. Maintain a level of visibility and adhere to post orders.

### **Job Essential Functions:**

- Controls access to client site or facility through the admittance process; assists visitors with legitimate need to gain entry to the facility; screens visitors and client employees in an efficient manner in order to expedite their admittance to the site or facility.
- Provides an atmosphere in which all client employees and visitors know that the client responds to and cares about their needs; provides a courteous, respectful and pleasant interaction with each client employee and visitor as perceived from their point of view; presents a good image of the client and its security department.
- Communicates in a manner that is open, honest and responsive in all situations; to the extent authorized. Provides information regarding the site and surrounding area as requested by visitors. Monitors entrances and exits; acts to prevent unapproved or unlawful entry; controls entrances, the movement of people and vehicles, and parking; operates a gate and examines vehicle contents; monitors remote entrances using CCTV; operates remote access devices; in a calm manner directs persons who cause a disturbance to leave the property.
- Patrols assigned site on foot or in a vehicle; checks for unsafe conditions, hazards, unlocked doors, security violations, blocked ingress and egress, mechanical problems, and unauthorized persons; inspects buildings and grounds using appropriate equipment and protective gear. Protects evidence or scene of incident in the event of accidents, emergencies, or security investigations; set up barriers and signage, and provides direction or information to others. Prepares logs or reports as required for site; writes or types reports or enters information into a computer using standard grammar; inspects security control logs and takes actions as required. Observes and reports incidents or suspicious activity to client representatives, company management, life/safety personnel or public safety authorities as appropriate for the circumstances and/or as required by the site.
- Responds to incidents or fire, medical emergency, bomb threat, flooding, water discharge, elevator emergency, hazardous materials, inclement weather, and other incidents or conditions following procedures established for the site, by the company, and/or through training or certification.
- Acts to ensure that all property removal is conducted within appropriate policy requirements and in accord with client standards; identifies client products or materials among items carried by client employees or visitors.
- Carries out specific tasks and duties of a similar nature and scope as required for the assigned site.

### **Minimum Qualifications for Position:**

- Must be able to meet and continue to meet any state, county and municipal licensing requirements for security officers
- Minimum of 18 years old
- High School Diploma or G.E.D.
- Knowledge of or ability to learn security operations and procedures

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- Ability to carry out instructions furnished in written, oral, or diagrammatic form
- Ability to be an effective team member
- Ability to maintain professional composure when dealing with unusual circumstances
- Valid Driver's License
- Reliable Transportation to and from the jobsite
- Must have an active Cell Phone at all times
- Courteous telephone manner
- Ability to adapt to changes in the external environment and organization
- Ability to write routine correspondence, including logs and reports Good organizational skills
- Ability to provide high quality customer service
- Good interpersonal skills, with the ability to interact effectively at various social levels and across diverse cultures.

## **Working Conditions (Physical/Mental Demands):**

- Maintaining composure in dealing with authorities, executives, clients, staff and the public, occasionally under conditions or urgency and in pressure situations
- May be exposed to stressful situations, such as challenging individuals who are in or approaching and unauthorized area
- Must undergo and meet company standards for background and reference checks, controlled substance testing and behavioral selection survey, in addition to any mandatory licensing requirements.
- May be required to work overtime without advance notice Required ability to handle multiple tasks concurrently Keyboarding, basic computer usage and operating controls
- Seeing, hearing, speaking and writing clearly in order to communicate with employees and clients, observe and report incidents, and direct others
- Frequent sitting, standing and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain
- Occasional reaching with hands and arms, stooping, kneeling, crouching and crawling
- Frequent lifting and/or moving up to 25 pounds and occasional lifting and/or moving additional weight
- Close vision, distance vision, and ability to adjust focus May be required to use vehicle in the performance of duties
- On occasion may be required to perform stressful and physical activities
- Depending upon assignment may be exposed to inclement weather or be required to work in environments or under conditions that require the use of protective gear and devices and/or awareness of personal safety and safety of others
- May be exposed to or required to handle sensitive and confidential information
- May be exposed to situations requiring use of force tactics which are outlined in the company handbook if accepted to join the team

I, \_\_\_\_\_, the undersigned, understand the requirements set forth by the aforementioned job description and will adhere to all Policies and Procedures in the event of an employment offer.

Signature \_\_\_\_\_

Date \_\_\_\_\_



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## **APPLICANT STATEMENT** (*Please read carefully and sign*)

"I certify that the answers given by me to the foregoing questions and statements are true and correct without misleading information or omissions of any kind. I agree that AGP Lock & Security, LLC shall not be liable in respect if employment is denied or terminated because of falsity of statements, answer or omissions (intentional or unintentional) made by me in this employment application. I further authorize AGP Lock & Security, LLC and/or AGP Lock & Security's representative(s) to conduct a thorough background and/or criminal investigation on me as it may be related to the position(s) for which I am applying. If a search reveals a conviction of any disqualifying offense, the employee will not be hired; or, if found after hire, that employee will be terminated immediately.

I understand and agree that employment with AGP Lock & Security, LLC is on an "at will" basis, and my employment can be terminated without prior notice at any time, at the option of AGP Lock & Security, LLC or myself. I further understand that no personnel recruiter, interviewer, or any other representative of AGP Lock & Security, LLC, other than the Partner, has any authority to enter into any agreement for employment for any specified duration.

I understand that AGP Lock & Security, LLC reserves the right to change shifts, days and locations of job assignments at its discretion. I also understand that the use of illegal drugs is prohibited during employment. I am also willing to submit to drug testing to detect the use of illegal drugs prior to and throughout my employment, with AGP Lock & Security, LLC.

The use of this form does not indicate there are positions available, and does not obligate AGP Lock & Security, LLC. in any manner".

***I have read and understood the above.***

Signature \_\_\_\_\_

Date \_\_\_\_\_

