



## PDS Security Services, Inc. Employment Application Instructions

Many applicants either have their applications rejected or affected by application errors that may be avoided. The following information is an effort to help you avoid the most common mistakes. Please read these instructions carefully before submitting your employment application. **Any misrepresentation in this application and/or attachments may cause your application to be rejected, your name to be removed from the eligible register and/or subject you to dismissal.**

### ➤ *GENERAL INFORMATION*

- Please read the minimum requirements for the job in which you are interested.
- Apply for positions **only** if you meet the minimum qualifications for the job. We cannot waive requirements.
- Type or print applications in blue or black ink.
- Remember to sign and date your employment application.
- PDS applicants should provide accurate and complete application information regarding employment, education, criminal history, etc.
- Criminal record checks will be run on all applicants not currently employed with PDS Security Services as well as those employees with less than six months of service. These record checks will be run prior to candidates being eligible for interview.
- **The following information is required for criminal record checks to be run: SSNO, birth date, driver's license and state in which it was issued, city and state of every employer.**
- Copies of applications are encouraged as long as each copy is complete, legible and signed.
- Applications written in pencil or copies that are too light or damaged (bent, rolled, stained, etc.) are not acceptable.
- Once submitted, your application and attachments will not be returned, reused or copied for you.

### ➤ *TESTING INFORMATION*

Applications for positions requiring a written examination are submitted during test check-in (please refer to the test calendar.)

Please leave cell phones, personal data assistants, beepers and other communication devices in your vehicle during all examinations. Such devices are not allowed in the examination room.

### ➤ *VETERAN'S PREFERENCE*

Please submit proof of service connected disability for veteran's preference points to be awarded. (Six months active duty, not for training, and honorable discharge required)

### ➤ *EDUCATION RELATED INFORMATION*

Educational requirements are met only through accredited institutions. The institutions must be accredited by an agency recognized by the United States Department of Education. Foreign degrees must be converted.

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➤ **EMPLOYMENT RELATED**

Work history information is used to determine whether you qualify for the job for which you are applying. This section will also be scored to determine part of or your entire grade. To receive credit, you should fill out all blocks for each job listed.

List all periods of employment, beginning with your present or most recent employer and working back.

Title of position held should be your official title and not a working title or multiple titles.

It is especially important that you fill out the beginning and ending dates (month/year) and the average number of hours worked per week for each job listed. If the hours varied, list a range such as "5-15" hours, or "20-40" hours. If you often worked overtime, "40+" is acceptable in the hours box.

If you held different jobs while working for the same employer (e.g. promotions), treat each change as a separate job using separate blocks and giving specific information for each change.

Also, describe in detail the specific duties beginning with your primary duties. Job descriptions should include types of software used, specific equipment operated, languages programmed, customer service specifics and other such details.

Where you have held supervisory positions, titles of people supervised, not just the number of people, should be indicated.

For volunteer work, complete all applicable information and submit a letter on the organization's letterhead specifying the nature of the work, average number of hours worked per week and the beginning and ending dates.

Please do not use abbreviations, initials or military jargon when describing your duties or listing your job title.

Include specific details such as software used, equipment operated, types of records maintained, etc.

If you cannot fit all the jobs you have held on this application form, ask for supplemental sheets for listing additional jobs (or copy any blank job page).

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**AVAILABILITY:**

How many hours per week are you available for work? \_\_\_\_\_ (LIST TIMES BELOW)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
FROM							
TO							

CERTAIN POSITIONS WITHIN THE COMPANY REQUIRE USE OF A CAR OR OTHER MOTORIZED VEHICLE. IF USE OF SUCH A VEHICLE WERE REQUIRED IN THE JOB FOR WHICH YOU ARE APPLYING.....

- Do you have a valid Driver's License? [ ] Yes [ ] No  
If No, can you obtain one? [ ] Yes [ ] No
- Do you have access to a car or other motorized vehicle? [ ] Yes [ ] No
- Do you or can you get liability insurance on such a vehicle? [ ] Yes [ ] No

YOUR DRIVING RECORD WILL BE CHECKED IF YOU DRIVE A COMPANY VEHICLE.

**\*\*\* Please read employment application instructions before completing this form \*\*\***

<b>POSITION FOR WHICH YOU ARE APPLYING:</b>							For PDS Employees Only: Transfer <input type="checkbox"/> Reemploy <input type="checkbox"/>
Check <b>all</b> that you may be interested in: Full-Time <input type="checkbox"/> Part-time <input type="checkbox"/> Job-Share: <input type="checkbox"/>							
Last Name			First Name			Middle Initial	
Mailing Address			City			County	
State	Zip	Cell Telephone No.	Home Telephone No.	Business Phone No.	E-Mail Address		
Driver's License #		State	Expiration Date		License Class _____		
Are you claiming Veteran's Preference? (Attach a copy of service connected disability)						<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a felony since your 18th birthday? If you answered yes, please complete the following: (Conviction is not an automatic bar to employment. Each case is considered on its individual merits). <i>Nature of Offense</i> <i>Name &amp; Location of Court</i> <i>Date of Conviction</i>						<b>(Inaccurate information here will result in disqualification.)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are any of your educational or employment records found under a different last name? If yes, please give the last name. <i>Previous Last Name</i>						<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a valid and up to date STATE OF ILLINOIS PERMANENT EMPLOYEE REGISTRATION CARD: Give Registration No:                      Give Date PERC Card Expires:						<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a former employee of the PDS Security Services If yes please give: <i>Last Date(s) of Employment</i> <i>Division</i>						<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been discharged or forced to resign from any position? If yes, please give employer, date and reason. <i>Employer</i> <i>Date and Reason</i>						<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any relatives working for PDS Security Services If yes, please complete the following: (Continue listing relatives on a separate page if necessary) <i>Name</i> <i>Relationship</i> <i>Division</i>						<input type="checkbox"/> Yes <input type="checkbox"/> No	
If hired, are you authorized to work in the United States? For non citizens, a copy of your authorization to work issued by the U.S. Immigration and Naturalization Service must be submitted prior to appointment.						<input type="checkbox"/> Yes <input type="checkbox"/> No	
References						For Office Use Only: Date and Time Received	
Name			Telephone Number				
						Accepted by: [                      ]	

## EDUCATION AND TRAINING

### ELEMENTARY AND HIGH SCHOOL EDUCATION

Highest Grade Completed (choose one) <input type="checkbox"/> 8 <input type="checkbox"/> 12 College <input type="checkbox"/> YES <input type="checkbox"/> NO	Did you graduate from High School or obtain a GED? <div style="text-align: center;"> <input type="checkbox"/> YES                      <input type="checkbox"/> NO                 </div>	Name and Location of Last School Attended (College, High School, Junior High or Elementary) Name: _____ Location: _____
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### RELATED SPECIAL TRAINING (CORRESPONDENCE, BUSINESS, TRADES, VOCATIONAL, ARMED FORCES SCHOOLS, ETC.)

Names and Locations of School	Dates Attended (Mo & Yr)		Courses/Subjects Completed	Credit Hours	Diplomas/Certificates Received
	From	To			

### COLLEGES AND UNIVERSITIES ATTENDED (UNDERGRADUATE & GRADUATE)

**\*\*Must be from a recognized accredited school - Bring original transcript with initial application\*\***

Names and Locations of School(s)	Dates Attended (Mo & Yr)		Credit Hours		Type of Degree Earned (e.g.BA/BS)	Major	Minor
	From	To	Semester	OR Quarter			

Major <u>Undergraduate</u> College Subjects	Credit Hours			Major <u>Graduate</u> College Subjects	Credit Hours		
	Semester	OR	Quarter		Semester	OR	Quarter

### RELATED LICENSES (provide original)

Professional License Issued By	Field/Trade Specialization	License Number	Issue Date	Expiration Date

### SKILLS

<input type="checkbox"/> Excel/Lotus	<input type="checkbox"/> Auto Cad	<input type="checkbox"/> WordPerfect	<input type="checkbox"/> Other software	Languages spoken and written <b>FLUENTLY</b>
<input type="checkbox"/> Micro Soft Word	<input type="checkbox"/> Typing ____wpm	<input type="checkbox"/> PowerPoint	_____	
Also include specific software experience in your job descriptions. Ask about PC skills exams and provide certificates of courses completed.			_____	











## CONDITIONS OF EMPLOYMENT STATEMENT

I declare that my answers to the questions on this application and any necessary examinations and supplements are true and PDS Security Services has the right to investigate all information given and to secure additional appropriate information if necessary. I understand that an investigative report may be made from information obtained through personal interviews with others. I understand that this inquiry may include information as to my personal characteristics, employment verification, credential verification, personal identity verifications, reference checks, criminal records, motor vehicle records, and appropriateness for employment. In accordance with the law and my understanding of this statement, I authorize my current and former employers to give any information regarding my employment, together with all information regarding me, and hereby release from all liability or responsibility all persons, companies, or corporations furnishing such information in good faith. I also authorize the release of my scholastic ratings to PDS Security Services, the schools and other education institutions that I have attended.

I understand that the completion of this application does not assure me of a position with PDS Security Services and does not obligate PDS Security Services to me in any way. **I further understand that any misrepresentation herein may cause my application to be rejected, my name to be removed from the eligible register and/or subject me to dismissal.** Candidates selected for hire must pass a drug screen prior to employment. I am aware that the results will be made available to Human Resources or a duly authorized representative. PDS Security Services is committed to a drug free work place to protect the safety of workers and the public and will comply with the Federal Drug Free Work Place Act.

I understand that this application, exam documents and attachments become a part of PDS Security Services records and will not be returned, reused or copied for me once submitted.

PDS Security Services is an equal opportunity employer. In all our employment practices, including hiring, we are firmly committed to equal opportunity without regard to race, religion, color, sex, age, national origin, citizenship, disability or any other basis of discrimination prohibited by applicable local, state or federal law. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on such grounds.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

By my signature, I certify, authorize and acknowledge the above statements.

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Signature

Date

Social Security Number

(Unsigned applications will not be considered)

**Reminder:** With your application, bring original transcripts, training certifications, professional licenses & certifications and other documents as indicated in the application instructions. Once in our database, they need not be brought again

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