

VILLAGE OF CLAYCOMO SECURITY LICENSE

NEW/RENEWAL SECURITY LICENSE PROCEDURE:

1. The new officer will need to fill out a "Village of Claycomo" application for employment to work in the Village. It must be signed by the new hire and by a company representative. It must contain the address to be worked (i.e. Ford KCAP-Claycomo, MO). You must include employment history for the preceding 3 years.
2. Application must be turned in with: a photocopy of a valid Dr. License; two passport style color photos of applicant size 2"x2"; a company check for \$25.00
3. Please allow up to 2 weeks for criminal history check to be completed and a license to be created.

CLAYCOMO SECURITY LICENSES EXPIRE ONE YEAR FROM THE DATE OF ISSUE. NO NOTIFICATION WILL BE SENT TO YOU. IT IS YOUR RESPONSIBILITY TO SUBMIT RENEWAL APPLICATION IN A TIMELY MANNER SO YOUR LICENSE DOES NOT EXPIRE.

SECURITY OFFICERS MUST HAVE THEIR SECURITY ID AND DR. LICENSE ON THEIR PERSON WHILE WORKING IN THE VILLAGE OF CLAYCOMO.

QUESTIONS MAY BE DIRECTED TO THE OFFICE STAFF AT CITY HALL/POLICE DEPARTMENT,
(816)452-5539



Village of Claycomo

Application for Employee Permit to Work

Employee Full Legal Name:

Employee Address:

Employee Phone Number: Employee Date of Birth: Employee SS#:

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Weight: Height: Color of hair: Color of eyes:

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Name of Employer: Employer Address: Employer Phone:

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Employer Contact: Contact Phone:

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Name of businesses/properties, and/or locations employee will be assigned to
(indicate if this is an armed or unarmed assignment):

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Business, occupation or employment for the three (3) years immediately preceding the date of application:

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Has applicant ever been convicted of any crime except minor traffic violations?
(If applicant has been convicted a statement must be made giving the place and court in which the conviction was obtained and the sentence imposed as a result of the conviction):

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Documents required to be attached:

- Written evidence that applicant is at least 18 years old or 21 years old as required.
- One (1) portrait photographs at least two (2) inches by two (2) inches.
- Copy of driver's license attached.

APPLICATION MUST BE COMPLETED IN FULL. ANY FALSE STATEMENTS WILL RESULT IN APPLICATION BEING DENIED.

By signing below the applicant authorizes the village, it's agents and employees to seek information and conduct an investigation into the truth of statements set forth in the application and the qualifications of the applicant for the license.

Applicant Signature: _____ Date: _____

Employer Signature: _____ Date: _____

Office Use Only:

Date Submitted: _____ Date Approved: _____ Approved by: _____ Denied: _____