

# NESCTC

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## SECURITY AGENCY, LLC

### APPLICATION PACKAGE

#### Introduction

Dear Applicant,

Welcome to NESCTC Security Agency, LLC. On behalf of our ownership, executive and management staff we appreciate your interest in employment with us. NESCTC Security Agency, LLC operates throughout North America and the Caribbean. Locally we have a direct services division in RI, MA, and CT.

Because of “what we do and who we do it for,” our application is necessarily long (Phase I and Phase II). You must complete all of it in a legible fashion and provides answers to all questions to be considered for employment. Our application process complies with all federal, state, and municipal law for our industry. We are a true equal opportunity employer!

You must be at least 18-years of age, have no felony criminal record, and have no misdemeanor criminal record with crimes of moral turpitude. Misdemeanor records of traffic and other crimes will be evaluated on a case by case basis. Please complete and submit Phase I. You will be notified to come in and complete Phase II. with an offer of employment.

#### **When turning in your Phase I. application you must present the following:**

- 1. A picture identification card (License or state ID).** This is to ensure your identification matches your application and we know “who we are considering for employment.”
- 2. A RI Criminal Records Check:** Obtainable from the RI Department of Attorney General 4 Howard Ave, Cranston, RI. When responding to the RI Dept. of Attorney General make sure you have a money order for \$45.00 made out to the RI Dept. of Attorney General, they also accept credit/debit cards. We do not want to waste our time or yours as our Business License will not allow us to hire anyone convicted of a felony or crime of moral turpitude.

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#### PHASE II

**Phase II.** Begins with an offer of employment and at that time you must provide a copy of your license, social security card, resident alien card (if applicable), and a Massachusetts Notarized Affidavit (copy obtained from NESCTC).

We thank-you in advance for your patience. We are searching for dependable, mature individuals who take their work seriously. Honor, integrity, performance, dependability, consistency, and attitude will underscore your future with NESCTC. Our promise is to offer the same to you in return.

Depending on the position you are applying for we prefer individuals have their own transportation, a valid driver’s license, as well as an ability to travel within a 50-mile radius when necessary, and a serious understanding that you must work and be on time for your scheduled assignments.

As a matter of course we do work history background checks, reference checks, credit checks, drug testing (assignment specific in concert with state law), and conduct several oral interviews.

**With this said we again thank-you for your interest in employment with us!**

**NESCTC**  
**SECURITY AGENCY, LLC**

**APPLICATION FOR EMPLOYMENT**  
**(Phase I)**

*INSTRUCTIONS: TYPE OR PRINT CLEARLY AND ANSWER ALL QUESTIONS SPECIFICALLY & COMPLETELY. FOR "YES/NO" QUESTIONS, CIRCLE THE APPROPRIATE RESPONSE. USE ADDITIONAL PAPER IF NECESSARY.*

NESCTC is committed to recruiting, hiring and promoting qualified applicants, as well as giving people of all backgrounds an opportunity to work and contribute to our company and community. NESCTC provides equal employment opportunities to applicants for employment regardless of race, color, creed, national origin, religion, gender, marital status, age, disability or other classification protected by federal state or local law.

NESCTC Security Agency, LLC sets high standards for its employees. Compliance with these standards is mandatory. Please carefully consider the following mandatory work standards before applying for, or accepting a position with NESCTC. As an employee, you will be expected to comply in full.

HONESTY & INTEGRITY - Employees must demonstrate 100% honesty, and act with integrity, at all times without exception. The nature of the security business requires this, and we and our client's expect that all employees will hold themselves to the highest ethical standards.

CUSTOMER SERVICE - Employees must treat all people with courtesy and respect, and maintain a positive attitude, at all times and under all circumstances.

ATTENDANCE & PUNCTUALITY - Employees must report to work on time, when, where and as scheduled.

PERSONAL APPEARANCE & BEHAVIOR - Employees must maintain a well-groomed appearance (i.e. clothes neatly pressed, hair combed, showered, etc.), wear business-like attire, uniform and/or badge in accordance with company policy, and behave appropriately at all times.

24/7/365, "CAN-DO" ATTITUDE - NESCTC operates and is open and staffed 24 hours/day, 7 days/week, 365 days/year. Work schedules may involve late night, early morning and weekend hours and shifts, and may involve long periods of time standing in both indoor and outside environments throughout the year. NESCTC employees must have a "can-do" attitude at all times and under all circumstances.

If hired, are you ready, willing and able to comply with all the standards listed above?      YES      NO

**CURRENT ADDRESS & CONTACT INFORMATION:**

Name	Last,	First	Middle	(      )      -
				Home Phone Number
Address	Number                      Street			(      )      -
				Cellular Phone Number
	City                      State                      Zip Code			(      )      -
				Pager Number or Current Work Number
Email:	@                      .com		Social Security Number:	

Have you ever worked under, attended school or been known by a different name?      YES      NO

If "YES," please list name(s) and explain why: \_\_\_\_\_

**PREVIOUS ADDRESS:**

Address	Number                      Street		
	City                      State                      Zip Code		

**ELIGIBILITY TO WORK IN U.S. FOR NESCTC:**

Are you legally eligible to work in the United States?      YES      NO

If hired, can you provide evidence of your U.S. citizenship or proof of your legal right to work in the United States?      YES      NO

Are you 18 years of age or older?      YES      NO

For Applicants under 18: Can you provide a work permit if hired?      YES      NO

Have you signed a non-compete agreement with a current or former employer in the past 5 years?      YES      NO

If YES, please explain: \_\_\_\_\_

**POSITION / AVAILABILITY INFORMATION:**

What position are you applying for? \_\_\_\_\_

List any specific skills or knowledge you have (computer, language, etc.) that pertain to the position you are applying for: \_\_\_\_\_

Have you ever applied for work with, been employed by, or performed work on behalf of, NESCTC? YES NO

If yes, where, when and in what capacity? \_\_\_\_\_

Do you have any friends, relatives or acquaintances working for NESCTC?

If yes, state name and relationship: \_\_\_\_\_

How did you hear about NESCTC Security Agency? \_\_\_\_\_

Why are you interested in employment with NESCTC? \_\_\_\_\_

What date (mo/day/year) are you available to start work? \_\_\_\_\_

Are you available to work: Full-time? \_\_\_\_\_ Part-time? \_\_\_\_\_ Seasonal / Temporary? \_\_\_\_\_

What hours are you available to work? (List hours of availability in chart below). *NOTE: If you list hours below and you are hired, you will be expected to be available (ready, willing and able) to work at any time during the hours listed as required by NESCTC based on business needs.*

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FROM:							
TO:							

Are there any days or hours that you are unable or unwilling to work? YES NO If "YES," please specify: \_\_\_\_\_  
*(Note: You are not required, at this time, to indicate your schedule unavailability if due to religious practices).*

Are you available to work additional hours or a different schedule based on business needs? YES NO

Are you available to work extended hours if necessary to ensure a post is filled until replacement arrives? YES NO

Do you expect to work with NESCTC for at least one year? YES NO If NO, please explain: \_\_\_\_\_

Do you have any wage / earnings expectations? YES NO If so, please indicate: \$ \_\_\_\_\_ per \_\_\_\_\_ (hour, year, etc.)

Do you have a valid driver's license? YES NO If YES: State of Issuance - \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Do you own a motor vehicle? YES NO

If "YES," are you the sole operator of the motor vehicle or do you share use of the motor vehicle with another person?

SOLE OPERATOR SHARE VEHICLE

If "NO," do you have a reliable means of transportation to travel from home to work during daytime, evening, nights and weekends?

Please describe your transportation situation: \_\_\_\_\_

Do you have any geographic restrictions on where you can work? YES NO

If "YES," please describe: \_\_\_\_\_

**EDUCATION:**

List all schools attended, beginning with the current or most recent. This section must be completed even if you submit a resume.

	Name of School	Address	Telephone	Curriculum / Major	Did you graduate?
1.					
2.					
3.					

**EMPLOYMENT STATUS & HISTORY:**

Are you currently employed? YES NO If YES: \_\_\_\_Full Time \_\_\_\_Part Time / Do you intend to continue in your current job if you are hired by NESCTC? YES NO

During the past 5 years, how many different employers have you worked for? \_\_\_\_\_

Have you ever been involved in a work situation which involved yelling, fighting or physical contact? YES NO  
If YES, please explain:

Have you ever taken any merchandise, money or property from an employer? YES NO  
If YES, please explain:

Have you ever been fired or terminated from a job by an employer? YES NO

List your last 3 employers, beginning with the current or most recent. Include military service or any self-employment. You must account for the past 5 years or time since you completed school, whichever is shorter. This section must be completed even if you submit a resume. (Use additional paper if necessary).

Company Name:		Phone Number: ( )	
Address:		City & State:	
Supervisor's Name & Title:		Length of Service - From:	Length of Service - To:
Position at start:	Full-time Part-time	Starting Wages:	Wages upon Leaving:
Position upon leaving:	Full-time Part-time	Are you eligible to be rehired?	
Reason for leaving:			
How would this employer evaluate your performance?			

Explain any time between jobs:

Company Name:		Phone Number: ( )	
Address:		City & State:	
Supervisor's Name & Title:		Length of Service - From:	Length of Service - To:
Position at start:	Full-time Part-time	Starting Wages:	Wages upon Leaving:
Position upon leaving:	Full-time Part-time	Are you eligible to be rehired?	
Reason for leaving:			
How would this employer evaluate your performance?			

Explain any time between jobs:

Company Name:		Phone Number: ( )	
Address:		City & State:	
Supervisor's Name & Title:		Length of Service - From:	Length of Service - To:
Position at start:	Full-time Part-time	Starting Wages:	Wages upon Leaving:
Position upon leaving:	Full-time Part-time	Are you eligible to be rehired?	
Reason for leaving:			
How would this employer evaluate your performance?			

**REFERENCES:** List 3 references that have personal knowledge of your character and work performance.

	Name	Address	Telephone	Occupation	Relationship
1.					
2.					
3.					

**ADDITIONAL INFORMATION: (Use additional paper if necessary)**

**FOR APPLICANTS IN ALL STATES EXCEPT MASSACHUSETTS\*:** Applicants for employment are not required to disclose the existence of any arrest, criminal charge, or conviction if that arrest, criminal charge or conviction has been erased in accordance with Conn.Gen.Statutes §46b-146, 54-76o, or 54-142a. Records subject to erasure under Conn. law are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which a person has been found not guilty or conviction for which a person received an absolute pardon. Any person whose criminal records have been erased in accordance with the provisions of Connecticut State Law shall be deemed to have never been arrested within the meaning of Connecticut General Statutes and may so swear by oath. (A conviction will not automatically disqualify you from employment).

Have you ever been convicted of, pled guilty, or pled no contest or nolo contendere to any crime other than a minor traffic violation? YES NO

If "YES," list all convictions, stating the date, nature of offense(s), and location (city & state) where they occurred.

\* Individuals applying for a position in Massachusetts should not respond to this question.

**FOR MASSACHUSETTS APPLICANTS ONLY:** Do not list any misdemeanor convictions over 5 years old. Do not list a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbing the peace. An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "No Record" with respect to any inquiry herein relative to prior arrest, criminal court appearances or convictions. In addition, any applicant for employment may answer "No Record" with respect to any inquiry relative to prior arrests, court appearance and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution. (A conviction will not automatically disqualify you from employment).

Have you ever been convicted of a felony? YES NO

Have you ever been convicted of, or released from incarceration for a misdemeanor, which was not a first offense for Drunkenness, Simple Assault, Speeding, a minor traffic violation, Affray or Disturbing the Peace, or a minor traffic violation? YES NO

If your answer to either question is "YES," list all convictions, stating the date, nature of offense(s), and location (city & state) where they occurred:

**CERTIFICATION, AUTHORIZATION & SIGNATURE:**

I certify that I, the undersigned applicant, have personally completed this Application for Employment ("Application") and that all responses provided by me on this Application are true and complete. I understand and agree that my signature below is required to be considered for employment with NESCTC Security Agency, LLC ("NESCTC"), and that if any response is found to be false, or any pertinent information is omitted, such false response or omission of information on this Application, or on any document or resume provided to NESCTC as part of the application process, shall be considered grounds for rejection of this Application, or if hired, for termination of my employment, regardless of the time elapsed before discovery.

I hereby authorize NESCTC and its agents, to conduct a background investigation to verify my responses on this Application and any other document(s) provided by me to NESCTC, including but not limited to requesting, obtaining and using consumer reports such as credit reports and/or investigative consumer reports, now and at any time, to evaluate my suitability for employment, promotion, reassignment or retention. I also acknowledge that from time to time NESCTC may be required to submit certain information with regard to my employment or application for employment to others. NESCTC and its agents have my permission to make said inquiries and submissions, and I hereby release NESCTC and its agents, assigns and affiliated entities from any and all claims, demands or liability in making said request, relying on the information received, or submitting information in response to other valid requests.

I hereby authorize all my previous employers, schools, references, credit bureaus, consumer reporting agencies, law enforcement agencies and other persons who have knowledge of me or my records, to release any and all such information related to my employment, schooling, character, credit or suitability for employment to NESCTC or its agents, without giving me prior notice of such disclosure, and release any and all prior employers, schools, references, credit bureaus, consumer reporting agencies, law enforcement agencies and/or other persons from any and all claims, demands or liabilities arising out of or in any way related to such investigation and/or disclosure.

I understand and agree that satisfactory reports are a condition of my employment with NESCTC. I further understand and agree that my employment with NESCTC may be terminated if management determines that said reports are not satisfactory.

I understand and agree that if I am employed, employment is AT WILL and not for a stated period of time. Either NESCTC or I may terminate my employment at any time without reason, cause or notice. I further understand and agree that this AT WILL agreement will remain in effect throughout the duration of my employment, and that no policy (written or oral), procedure, practice or statement by anyone, including other members of NESCTC management, can alter this AT WILL employment relationship, except a written agreement signed by the President of NESCTC.

I understand and agree that if I am hired, NESCTC may request that I submit to drug testing, to the extent permitted by law, during the course of my employment. I understand that if a drug test is required, a satisfactory result is a condition of my employment with NESCTC.

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

Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_, at

\_\_\_\_\_, My commission expires on \_\_\_\_\_

\_\_\_\_\_, Notary Public

MASSACHUSETTS & RHODE ISLAND APPLICANTS ONLY: It is unlawful in Massachusetts & Rhode Island to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.