



*Main Line Protection Services*  
*555 E. City Avenue Suite 460*  
*Bala Cynwyd, Pa. 19004*  
*610-668-0308*  
*610-668-2048 fax*  
[www.mainlineprotection.com](http://www.mainlineprotection.com)  
[ray@mainlineprotection.com](mailto:ray@mainlineprotection.com)

Applicant: (online)

### **Step I**

Thank You for your interest in Main Line Protection Services. We are a licensed organization governed by the Pennsylvania Private Detective Act which dictates some of our hiring standards. We adhere to compliance with federal and state employment and security laws, contractual requirements and the fair credit reporting act.

Please take this application home with you. Read it carefully, including the job description, and answer all questions completely.

Contact our office at, 610-668-0308, when it is complete. We will determine a date and time for you to return with your application. At that time please be prepared with two forms of identification. At least one form of ID should be a photo. Also be prepared to pay the application fee listed below in Step II.

### **APPEARANCE REQUIREMENT**

Men – Conventional haircut, a natural color, collar length in the back, less than half the ear covered on the side. Neat, closely trimmed and groomed beard and mustache (if allowed at the client site). No earrings or piercing to be worn while on duty.

Women – Conventional haircut, a natural color; if shoulder length or longer, must be pulled back for safety. Post-type earrings no larger than a dime may be worn. No other visible piercing while on duty. Main Line Protection will make reasonable accommodations for appearance for religious reasons in accordance with state and federal law.

### **Step II**

You will undergo an interview with one of our account managers at the time you return with your application. It is important that you dress and look appropriate for an interview. If you pass the interview and are going to be considered for employment you will be required to pay a one time processing fee. This fee may be deducted from your first paycheck.

### **Step III**

If you pass our interview and pay the processing fee we may make an offer of employment. This offer will be on the condition that you pass the following: Drug Screen, Background check, criminal history check, reference check. Successful candidates will be contacted and notified if they have been deemed to be eligible for employment with Main Line Protection Services. Applications will be kept on file until positions are available based on staffing requirements.

## **Equal Employment Opportunity**

Main Line Protection Services provides equal employment opportunities to qualified persons without regard to race, color, sex, religion, national origin, disability, age, veterans status, creed, ancestry, sexual orientation, genetic (GINA) or any other protected category.

Our continued success depends heavily on the full and effective utilization of qualified persons. We strive to hire, develop, and retain the most qualified people we can find basing our judgment on each individual's job-related qualifications, capabilities, and potential.

Our policies relate to all phases of employment, including advertising, recruitment, hiring, placement, promotion/demotion, training, transfer, layoff, recall, termination, compensation and rates of pay and participation in all employer sponsored employee activities.

**Job Description:****Job Title: Security Officer**

**Summary:** Guards residential, commercial, industrial or construction properties against fire, theft, vandalism and illegal entry by performing the following duties:

Essential Duties and Responsibilities include the following. Additional duties may be assigned.

Patrols buildings and grounds of residential or commercial establishments.

Examines doors, windows and gates to determine that they are secure.

Warns violators of rule infractions, such as loitering, smoking or carrying forbidden articles and expels persons engaging in suspicious or criminal acts.

Inspects equipment and machinery to ascertain if tampering has occurred.

Watches for and reports irregularities such as fire hazards, leaking water pipes and security doors left unlocked.

Observes departing personnel to guard against theft of company property.

Sounds alarm or calls police or fire department by telephone in case of fire or presence of unauthorized persons.

Permits authorized persons to enter property.

Registers at watch stations to record time of inspection trips.

Records data such as property damage, unusual occurrences and malfunction g of machinery or equipment.

Performs janitorial duties when necessary and sets thermostatic controls to maintain specified temperature in buildings or cold storage rooms. Assist in snow removal when necessary.

Regulates vehicle and pedestrian traffic.

Patrols site, indoors or outdoors for long periods of time. Remains standing stationary for long periods of time.

**Competency:**

To perform the job successfully and individual should demonstrate the following competencies: Problem solving – Identifies and resolves problems in a timely manner. Customer Service – Responds promptly to customer needs. Oral Communication – Listens and gets clarification. Written Communication – Able to read and interpret written information. Ethics – Upholds organizational values. Organizational Support – Follows policies and procedures. Attendance/Punctuality – Is consistently at work on time. Judgment – Exhibits sound and accurate judgment. Safety and Security – Observes safety and security procedures.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Language Ability:**

Ability to read and write the English language and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

No Computer skills needed.

**Certificates and Licenses:**

No certification currently needed.

Valid driver license for vehicle patrol only.

**Background Check:**

Pass extensive background check

Pass criminal record check.

Pass drug screening

Must be a United States Citizen or possess a legal Visa.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Some examples are:

Ability to lift and carry 45 pounds without assistance. Exposure to hot and cold temperatures.

Long periods of sitting, standing or walking. Ability to operate a motor vehicle.

## Application for Employment

**We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.**

**( Please Print Clearly)**

<b>Position Applying For</b>	<b>Date of Application</b>	
<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
<b>Address (Number) Number</b>	<b>Street</b>	<b>Apartment</b>
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone Number(s) Home Number</b>	<b>Mobile</b>	<b>Social Security</b>
<b>Email</b>		

Are you a U.S. Citizen?.....\_\_\_Yes\_\_\_No

If not are you legal to work in the U.S.?.....\_\_\_Yes\_\_\_No

Have you ever filed an application with us before?.....\_\_\_Yes\_\_\_ No  
 If Yes, give dates:\_\_\_\_\_

Are you willing to participate in a thorough background and drug screen?\_\_\_Yes\_\_\_No

Have you ever been convicted of a felony? \_\_\_\_\_Yes\_\_\_No



**EMPLOYMENT EXPERIENCE:**

**List all employers within the past 5 years. Use additional pages if necessary.**

1. Employer: \_\_\_\_\_ Dates Employed \_\_\_\_\_ Salary \_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_  
Telephone Number \_\_\_\_\_ Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_

\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

\_\_\_\_\_  
Description of Duties \_\_\_\_\_

2. Employer: \_\_\_\_\_ Dates Employed \_\_\_\_\_ Salary \_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_  
Telephone Number \_\_\_\_\_ Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_

\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

\_\_\_\_\_  
Description of Duties \_\_\_\_\_

3. Employer: \_\_\_\_\_ Dates Employed \_\_\_\_\_ Salary \_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_  
Telephone Number \_\_\_\_\_ Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_

\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

\_\_\_\_\_  
Description of Duties \_\_\_\_\_

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4. Employer: \_\_\_\_\_ Dates Employed \_\_\_\_\_ Salary \_\_\_\_\_

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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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Telephone Number \_\_\_\_\_ Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

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Description of Duties \_\_\_\_\_

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**EDUCATION:**

College/University Degree	Address	Dates Attended
High School Degree	Address	Dates Attended
Trade or Professional Degree	Address	Dates Attended

List any professional licenses, Trade, Business or Civic and any positions held:

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**LIST ANY OTHER PERTINENT SKILLS:**

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**REFERENCES:**

1. Name	Address	City	State	Zip-Code
Telephone Number		Relationship	Years Known	

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2. Name	Address	City	State	Zip-Code
Telephone Number		Relationship	Years Known	

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3, Name	Address	City	State	Zip-Code
Telephone Number		Relationship	Years Known	

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APPLICANT'S STATEMENT:

I certify that answers given herein are true and complete to the best of my knowledge. I have read the attached job description and qualifications and I am able to perform them. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

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.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "*at will*" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application and/or interview(s) will result in termination of employment. I understand, also, that I am required to abide by all rules and regulations of Main Line Protections Services.

I acknowledge that my job may require mandatory overtime in the event there is no relief for me or if the security location requires additional coverage. Also, I acknowledge that my job may require movement to other job sites with little or no notice.

**Signature of Applicant** \_\_\_\_\_

**Date:** \_\_\_\_\_

# AUTHORIZATION

I, \_\_\_\_\_, hereby willfully give my permission to Main Line Protection Services, a duly licensed Private Security/Detective Agency in the Commonwealth of Pennsylvania or its designee to conduct an employment background check, including but not limited to a submitting fingerprints, A Criminal History Check, Credit Check, contacting prior employers as to prior employment history and also Drug Screening prior to employment or while employed by Main Line Protection Services.

I understand that I will be terminated for any convictions prior to or during my employment which I have not disclosed and/or falsifying any information on my application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For purposes of conducting a background investigation, the following information is required.

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

