

APPLICATION FOR EMPLOYMENT

One Source Security & Automation, Inc.
446 D.W. Highway
Merrimack, NH 03054

AN EQUAL OPPORTUNITY EMPLOYER

TO THE APPLICANT:

We appreciate your interest in employment with One Source Security and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in evaluating and identifying you for the position that best meets your qualifications. One Source Security, being an Equal Opportunity Employer, assures you as an applicant, impartial consideration. Therefore, it is extremely important for you to provide us with that information which would best qualify you for the position desired. Your Application will be valid for 12 months.

PERSONAL

FOR HUMAN RESOURCES USE ONLY

ANNOUNCEMENT NO. _____
ANNOUNCEMENT DATE _____
JOB CODE NO. _____

POSITION DESIRED _____ DATE _____

NAME: LAST FIRST MIDDLE _____

SOCIAL SECURITY NUMBER _____

PRESENT ADDRESS: STREET _____

TELEPHONE WHERE YOU MAY BE REACHED
BETWEEN 8:00 A.M. – 5:00 P.M. _____

CITY STATE ZIP _____

DO YOU HAVE RELATIVES EMPLOYED BY ONE SOURCE SECURITY? _____

IF YES, LIST NAMES AND RELATIONSHIP

NAME RELATIONSHIP DEPARTMENT _____

NAME RELATIONSHIP DEPARTMENT _____

WILL YOU ACCEPT SHIFTS INCLUDING WEEKENDS? _____

DO YOU HAVE A VALID DRIVERS LICENSE? _____ DRIVER'S LICENSE NO. _____ STATE _____

DO YOU HAVE A CURRENT COMMERCIAL DRIVERS LICENSE? _____ DRIVER'S LICENSE NO. _____ STATE: _____

HAVE YOU EVER BEEN DISCHARGED FROM ANOTHER JOB? _____

IF YES, EXPLAIN _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME OR ANY OTHER OFFENSE OTHER THAN TRAFFIC CITATIONS, OR DO YOU HAVE ANY OTHER CHARGES CURRENTLY PENDING AGAINST YOU? _____

IF YES, EXPLAIN _____

WERE YOU IN THE UNITED STATES ARMED FORCES? _____

IF YES, WHAT BRANCH? _____

DATES OF DUTY: FROM _____ TO _____

RANK AT DISCHARGE: _____

TYPE OF DISCHARGE? _____

SERIAL NO. OR SERVICE NO. _____

RECORD OF EDUCATION

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	LAST YEAR COMPLETED	DID YOU GRADUATE?	G.E.D. , DIPLOMA , OR DEGREE
ELEMENTARY		N/A			N/A
HIGH					
COLLEGE					
OTHER					

PRIOR WORK HISTORY (LIST IN ORDER, LAST OR PRESENT EMPLOYER FIRST)

1	DATES OF EMPLOYMENT (MONTH, DAY, YEAR) FROM: TO:	EXACT TITLE OR POSITION	SALARY OR EARNINGS STARTING \$ FINAL \$
NAME AND ADDRESS OF EMPLOYER			NAME OF IMMEDIATE SUPERVISOR
REASON FOR LEAVING OR WANTING TO LEAVE:			
DESCRIPTION OF DUTIES AND RESPONSIBILITIES INCLUDING NUMBER AND TYPE OF EMPLOYEES SUPERVISED:			
2	DATES OF EMPLOYMENT (MONTH, DAY, YEAR) FROM: TO:	EXACT TITLE OR POSITION	SALARY OR EARNINGS STARTING \$ FINAL \$
NAME AND ADDRESS OF EMPLOYER			NAME OF IMMEDIATE SUPERVISOR
REASON FOR LEAVING OR WANTING TO LEAVE:			
DESCRIPTION OF DUTIES AND RESPONSIBILITIES INCLUDING NUMBER AND TYPE OF EMPLOYEES SUPERVISED:			

3	DATES OF EMPLOYMENT (MONTH, DAY, YEAR)	EXACT TITLE OR POSITION	SALARY OR EARNINGS	
	FROM: TO:		STARTING \$ FINAL \$	

NAME AND ADDRESS OF EMPLOYER	NAME OF IMMEDIATE SUPERVISOR
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REASON FOR LEAVING OR WANTING TO LEAVE:

DESCRIPTION OF DUTIES AND RESPONSIBILITIES INCLUDING NUMBER AND TYPE OF EMPLOYEES SUPERVISED:

4	DATES OF EMPLOYMENT (MONTH, DAY, YEAR)	EXACT TITLE OR POSITION	SALARY OR EARNINGS	
	FROM: TO:		STARTING \$ FINAL \$	

NAME AND ADDRESS OF EMPLOYER	NAME OF IMMEDIATE SUPERVISOR
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REASON FOR LEAVING OR WANTING TO LEAVE:

DESCRIPTION OF DUTIES AND RESPONSIBILITIES INCLUDING NUMBER AND TYPE OF EMPLOYEES SUPERVISED:

5	DATES OF EMPLOYMENT (MONTH, DAY, YEAR)	EXACT TITLE OR POSITION	SALARY OR EARNINGS	
	FROM: TO:		STARTING \$ FINAL \$	

NAME AND ADDRESS OF EMPLOYER	NAME OF IMMEDIATE SUPERVISOR
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REASON FOR LEAVING OR WANTING TO LEAVE:

DESCRIPTION OF DUTIES AND RESPONSIBILITIES INCLUDING NUMBER AND TYPE OF EMPLOYEES SUPERVISED:

CLERICAL APPLICANTS ONLY

TYPING

SPEED

STENOGRAPHY

SPEED

PERSONAL REFERENCES

NAME AND OCCUPATION	ADDRESS	TELEPHONE

Occasionally the form of an application blank makes it difficult for an individual to adequately summarize his/her complete background. If you have other skills, qualifications or comments which would assist us in evaluating your application, use the space below.

**PLEASE READ CAREFULLY
APPLICANTS CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

Applicant Signature

FOR HUMAN RESOURCES ONLY

INTERVIEWER	DATE	COMMENTS