



**CAMBRIDGE  
SECURITY**

**EMPLOYEE STATEMENT: (Please print clearly)**

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

Address \_\_\_\_\_  
Last First Middle City Zip:

Phone # \_\_\_\_\_ Cell# \_\_\_\_\_ S.S. # \_\_\_\_\_

Email: \_\_\_\_\_

**ARE YOU AT LEAST 18 YEARS OF AGE- YES / NO**

**Are you a U.S. Veteran YES \_\_\_ / NO \_\_\_**

**Are you a US citizen YES \_\_\_ / NO \_\_\_**

**If you are not a US Citizen, do you have a valid Alien Registration card or a work permit? YES / NO**

Driver's License \_\_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Year & Make of Car** \_\_\_\_\_

Emergency contact Name: \_\_\_\_\_ Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

**EMPLOYMENT HISTORY FOR THE LAST 5 YEARS--PLEASE PRINT (CONT'D PG 12)**

Name and Address	Date Started	Date Ended	Supervisor	Phone	Position	Pay

**Cambridge Security Services Corp. is an Equal Opportunity Employer**



For information on local offices, visit our website at [www.cambridgesecurityservices.com](http://www.cambridgesecurityservices.com)



**SOUTHEAST REGIONAL  
HEADQUARTERS &  
CORPORATE OFFICE**  
5100 N Federal Hwy.  
Fort Lauderdale, FL 33308  
954.320.4407

**NORTHEAST REGIONAL  
HEADQUARTERS & NATIONAL  
COMMAND CENTER**  
90 Mulberry St.  
Newark, NJ 07102  
973.566.9400

**SOUTHWEST REGIONAL  
HEADQUARTERS**  
7473 West Lake Mead Blvd.  
Las Vegas, NV 89128  
702.852.1972

# CSSC APPLICATION

## List Three Personal References - No Relatives

Name and Address Known	Phone #	How Long
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Education:

School Name and Address	Grade Completed	Attended From-	To	Honors
Grammar School	1 2 3 4 5 6 7 8			
High School	1 2 3 4			
College	1 2 3 4			
Technical of Trade				
Other Training In:				

### Additional information; specialized training or licenses relevant to this job

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Have you ever worked for Cambridge Security Services Corp, before? ..... YES / NO**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### CSSC APPLICATION

**In 20 words or more, please give us your reason for applying to CSSC, and why, you feel you would be an asset to our company.**

---



---



---



---



---



---



---



---

### PRE - EMPLOYMENT AGREEMENT

I agree that as a contract security company, Cambridge Security Services Corp., Is obligated to provide our clients with qualified, trained security officers. The schedules and the officers assigned to an account will be based on our clients needs.

Our clients have the right to revise, amend or delete their security schedules at anytime without notice. There are no permanent schedules indefinitely assigned to any officer employed with Cambridge Security Services Corp. Cambridge Security has the right to transfer and/or change an officer's schedule or site without notice or reason. Schedule changes can be made based on the company's or the client's needs. Cambridge Security Services Corp., reserves the right to employ and terminate any employ with or without cause, based solely on the company's personnel needs.

**I further agree that as a Cambridge Security employee I cannot seek, or accept employment with any of Cambridge Security Service's Clients, for whom I have provided services while an employee of Cambridge Security Services Corp for a period of 180 days after the last day of employment with Cambridge Security Services Corp.**

I, the undersigned, have read and fully understand these conditions and I am in agreement. I agree to adhere to its every word and letter.

\_\_\_\_\_  
**EMPLOYEE (Print name)**

\_\_\_\_\_  
**EMPLOYEE (Sign name)**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**MANAGER (Print name)**

\_\_\_\_\_  
**MANAGER (Sign name)**

\_\_\_\_\_  
**DATE**

### CSSC APPLICATION

**Attention: Please Read the Foregoing Employee's Statement Carefully.**

Your signature attests to the truthfulness of answers and all representations contained therein and are a sworn statement. This employee Statement is in two parts. The second part, directly below your signature line, is a **Release authorizing Cambridge Security Services to investigate your background and character.** The section below will be duplicated, and distributed to any source from which investigative material may be obtained. By your signature below, you have read the comments of this disclosure and consent thereto:

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Release:**

I \_\_\_\_\_ S.S. # \_\_\_\_\_  
authorize Cambridge Security Services Corp, to investigate my background and character. I authorize CSSC. Its agents and/or representatives, full access to any all of my personal and professional information. I further authorize duplication of this signed release and distribution of copies thereof to any sources of personal and/ or professional information from which said information is sought. **Such sources may rely upon this release as irrevocable permission for disclosure of personal and professional information.**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## CSSC APPLICATION

I, \_\_\_\_\_, hereby agree that any and all information or knowledge acquired while working for CSSC on its Clients or Personnel will be held in strict confidence and is the sole property of CSSC. **I further agree not to divulge any personal or professional information gained pertaining to CSSC its clients, or personnel to any source outside the CSSC office or to any competitor in the security or other related fields.** I fully understand that breach of this trust will give CSSC the right to take full legal action against me as allowed by law.

I make this commitment on my own behalf without any duress, threats, or force after having this document explained to me by the CSSC representative named below.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## PRE-EMPLOYMENT SUBSTANCE ABUSE TEST RELEASE

**Due to the nature of the duties that the CSSC Security officer (s) perform while working for CSSC, including the protection and safety of employees, directing traffic and control of same, visitors, and contractors, etc.. Each applicant is required to submit to a pre-employment substance abuse screening. The dates of the screening will be determined by the Human Resources Manager and/or the Vice President of CSSC. The tests will be administered at Cambridge Security's facility, under strict confidentiality and chain of Custody, using a sealed test kit from American Screening Corporation, which after administration will be discarded and the results will be kept on file. The Results will be made available to the applicant. Records of the results will be kept secured in each individual's personnel file at the CSSC office for a period of 7 years after the last day of employment (if employed), or 3 years if not employed at CSSC.**

**I acknowledge and agree with the following: As an applicant or employee if I do not agree with the results of the first Drug Test I can be re-tested. If I still do not agree with the results of the second test, I can be re-tested at my expense at a Facility, or a laboratory of the company's choosing. However, I may only be re-tested at another facility once, if I fail a third time, I will be automatically disqualified from employment at CSSC or terminated if employed at the time of testing. I also acknowledge with my signature, receipt of this disclosure and that the test procedure was explained to me by the CSSC representative listed below.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Cambridge Security Services Corp.**  
**BASIC SKILLS TEST FOR APPLICANTS**  
**TO BE COMPLETED WITH THE APPLICATION**

APPLICANT'S NAME: \_\_\_\_\_ SCORE: \_\_\_\_\_

DATE: \_\_\_\_\_ GIVEN BY: \_\_\_\_\_

1. Circle the word that best describes the responsibility of security employees:

**Protection**

**Policy Making**

**Administration**

2. **True or False**, Security officers make the policies and regulations that guide the organizations security program.

**True**

**False**

3. If a Security Officer on patrol comes across a problem or an emergency, the officer should contact which of the following people: **Circle all your choices.**

The Public Library

Police

Fire Fighters

Medical Help

Typewriter Repairman

Accountant

Company Lawyer

Interior Decorator

Key Personnel for Company

4. When a Security Officer sees things that are out of order or potentially hazardous, on what should he/she write it on?

A Purchase Order

a Traffic Report

An Office Memo

an Incident Report

A Piece of Paper

an Inventory Manifest

5. After an incident has occurred when should an officer write a report?

Sometimes

Once a Week

Next Day

As Soon as Possible

6. A security officer must be concerned with good public relations. Below check the phrase, that best describes what "Public Relations" means in this lesson:

- \_\_\_\_\_ How well the Officer knows state law.  
 \_\_\_\_\_ The way the Officer writes reports.  
 \_\_\_\_\_ How many years the Officer has been on the job.  
 \_\_\_\_\_ The way the Officer looks and acts.

7. In the following list, **cross out all the entries that create** (bad) public relations for security officers:

- |                              |                         |
|------------------------------|-------------------------|
| Sloppy Clothes               | a Poor Shave            |
| Sleeping on the job          | Racist Marks            |
| Bad Breath                   | Discourtesy             |
| Needlessly Drawing a Firearm | Profanity and Obscenity |
| Ignorance of Basic Facts     | Arrogance and Bossiness |

8. True or False, A Security Officer should not attempt to arrest a suspect unless the Officer actually "saw" the suspect commit the crime.

**True**

**False**

9. Closed Circuit TV Surveillance should not be totally relied upon. Security should physically check all of the facility's locations from time to time.

**True**

**False**

10. If the plant's sprinkler system is set off, Security Officers do not have to worry about calling in a report to the fire department. The activation automatically turns in an alarm.

**True**

**False**

11. All bombs tick once activated. **True** **False**

12. Trespassers always enter at night. **True** **False**

13. How often should an Officer do his/her patrols? \_\_\_\_\_

14. What should an Officer look for while on patrol at a trucking company? **List at least four things.**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

15. What should an Officer look for while on patrol in an office building? **List at least four things.**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

16. When should an Officer, **not** follow the S.O.P. manual provided by the client or CSSC?

**Always**                      **Sometimes**                      **Never**

17. What is “D.A.R.”? Circle one.

Police Report                      Inventory Sheet  
Activity Report                      Common Carrier Log

18. When should a Security Officer ask for I.D. from people coming in thru his / her post?

Morning                                      Sometimes  
As instructed by S.O.P.                      When you do not know them



19. List the five things you must have in an incident report: also known as **(THE 5 W'S)**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

20. Does a Security Officer have the police powers to make an arrest?      **Yes**                      **No**

21. Do Security Officers have the power to make a citizen's arrest?      **Yes**                      **No**

22. If a Security Officer has the right to make a citizen's arrest, what must he/she be?

23. When should an Officer report on a fellow Officer to the CSSC office?

- Sometimes                      When he/she is upset at them
- Never                              When the other officer is in violation of CSSC S.O.P.

24. When should an Officer on duty not follow the instructions of a Road Supervisor/Field Inspector?

- Sometimes**      **Never**      **When he/she is wrong**      **If he/she is not liked**

25. When should an Officer check seal numbers on trucks while on duty? **(Pick two).**

- Sometimes**                      **Inbound**                      **Never**                      **Outbound**

**NOTE: In 20 words or more, please tell us why, you should be hired by CSSC.**

---

---

---

---

---

---

---

### CSSC APPLICATION

COMPLETE DETAIL OF ALL PREVIOUS JOB SITES INCLUDING CONTACT INFORMATION FOR EMPLOYMENT VERIFICATION

1) Site Worked at \_\_\_\_\_ Client's phone # \_\_\_\_\_

Work Performed \_\_\_\_\_

Number of Guards \_\_\_\_\_ Client's Name \_\_\_\_\_

2) Site Worked at \_\_\_\_\_ Client's phone # \_\_\_\_\_

Work Performed \_\_\_\_\_

Number of Guards \_\_\_\_\_ Client's Name \_\_\_\_\_

3) Site Worked at \_\_\_\_\_ Client's phone # \_\_\_\_\_

Work Performed \_\_\_\_\_

Number of Guards \_\_\_\_\_ Client's Name \_\_\_\_\_

4) Site Worked at \_\_\_\_\_ Client's phone # \_\_\_\_\_

Work Performed \_\_\_\_\_

Number of Guards \_\_\_\_\_ Client's Name \_\_\_\_\_