



Dear Security Applicant,

Thank you for your interest in DePaul Security. We appreciate you taking the time to apply for possible employment with us.

Throughout the application process there is no guarantee of any applicant review, employment hire, placement, training, specific hiring wage and/or site scheduling.

A DePaul Security representative will review each application and may contact you for further information. Consideration is based upon ability, past experience, and position availability. There is no guarantee that you will be contacted within a specific time frame. DePaul Security will keep your initial application on file for up to ninety (90) days.

Your consideration of DePaul Security is greatly appreciated. We thank you for your time.

Respectfully yours,

Mark Wright
Security Training Manager
4950 NE MLK Jr Blvd
Portland, OR 97211
Phone: 503-331-3856

Fax: 503-284-0548

Email: mwright@depaulindustries.com

Web: www.depaulindustries.com

POSITION DESCRIPTION

POSITION TITLE: SECURITY OFFICER
DEPARTMENT: SECURITY
REPORTS TO: SECURITY SUPERVISOR
COMPENSATION: 9.00 – 12.00

PRIMARY PURPOSE:

- Provide unarmed security services at DePaul Industries contracted sites.

ESSENTIAL FUNCTIONS:

- Observe, monitor and report flow of visitors and clients on customer's property as per contract. Provide appropriate control of access to premises. Read and follow Post Orders of assigned site. Perform all work at any or all DePaul Security Services contract sites to assure customer satisfaction. (30%)
- Observe and report to authorities any unlawful or inappropriate activity as per contract. (30%)
- Provide protection for individuals and property at each site assigned. Ensure safety of people at assigned site. Manage emergency situations and report to authorities as appropriate. (30%)
- Maintain appropriate documentation of all security tours and any incident reports that may result. (10%)

OTHER FUNCTIONS:

- Other duties as assigned by site managers and/or Security Supervisor/Lead.

PHYSICAL ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Read and comprehend English language. Write and speak clearly in the English language (safety consideration require demonstrable ability to communicate to ensure safety of customer/clients).
- Working knowledge of basic math, English grammar, writing, and spelling.
- Able to respond to emergency situations quickly and appropriately.
- Use telephone without the use of TDD.
- Stand and/or sit for extended periods of time, up to eight hours per day on all types of ground and flooring.
- Able to climb stairs; walk up to eight miles per day; and perform occasional bending, stooping, twisting, and reaching.
- Must be able to lift, carry, push or pull up to 25 lbs on an occasional basis and 75 lbs. on a rare basis.
- Able to work flexible hours and/or late night hours or weekends as needed.
- Able to drive a motor vehicle and provide proof of a good driving record and insurability.
- Convey and receive detailed or important instructions or information.
- Meet requirements for appearance, grooming and hygiene.
- Have excellent interpersonal skills, and be able to work effectively with people of diverse backgrounds.
- Able to diffuse situations using communication skills.
- Able to handle rejection, change and varied work assignments/locations/conditions.
- Deal with and maintain a high degree of confidentiality.
- Able to prepare accurate information under absolute deadlines.
- Able to work in a team environment.
- Represent the agency to customers and vendors in a professional manner.
- Prepare schedules and be mindful of excessive overtime and non-billable administrative costs.
- Follow all lawful post orders, officer handbook protocols, written/verbal commands and requests.

MINIMUM EDUCATION AND EXPERIENCE:

- Must have, or will obtain Oregon State DPSST (training offered to suitable applicants) in addition to the abilities that would demonstrate the knowledge and skills needed to meet the requirements of the position.

I acknowledge by my signature below that I have read and understand the above description of the position duties. In addition, my signature affirms that I am able to perform the duties of the position at this time without accommodation. In the future, should I need accommodation to fulfill the duties listed above; I will speak to my supervisor or the Human Resources Department.

Employee Name: _____

Date: _____



APPLICANT INFORMATION

Last Name		First	M.I.	Date
Street Address			Apartment/Unit #	
City		State	ZIP	
Phone		E-mail Address		
Date Available	Social Security No.		Desired Salary	
Position Applied for		How did you hear about this position?		
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for DePaul Industries?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	

EDUCATION

High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

LANGUAGES SPOKEN	English – Fluent Yes <input type="checkbox"/> No <input type="checkbox"/>	Spanish – Fluent Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ Fluent Yes <input type="checkbox"/> No <input type="checkbox"/>
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REFERENCES

Please list three professional references.

Full Name	Relationship	Years known
Company	Phone ()	
Address		
Full Name	Relationship	Years known
Company	Phone ()	
Address		
Full Name	Relationship	Years known
Company	Phone ()	
Address		

PREVIOUS EMPLOYMENT

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

HAVE YOU EVER BEEN DPSST CERTIFIED?

YES <input type="checkbox"/>	PSID #	Expiration date	Trained by
NO <input type="checkbox"/>	Armed <input type="checkbox"/>	Unarmed <input type="checkbox"/>	

DISCLAIMER AND SIGNATURE

I certify that I have not knowingly withheld any information on this form. I understand that any misrepresentations or material omissions will result in my being eliminated from further consideration. My signature below also certifies that I know if I am accepted for employment, any misrepresentation or material omission on this form could result in the immediate termination of my employment.

I understand that I will be required to provide documents which establish and verify my identity, my authorization to work in the United States, as well as any statements that I have made on this form. I agree, if appropriate to the job I am seeking, to provide these documents if hired.

Lastly, my signature below serves as acknowledgement of the fact that DePaul is an at-will employer, which simply means that both the Company and I have the right to end the employment relationship at any time, with or without notice and with or without cause. Neither this form, nor any other verbal or written representation made during this application process can be considered a contract of employment for any specific period of time.

Signature	Date
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Reviewing your job history, what have you done or what skills do you possess that qualifies you for the position of security officer?

What do you see as your best asset at work? Do you possess any special skills?

What will your current or past supervisors say about your job performance?

What characteristics do you believe are most important for supervisors or managers in the security industry/workplace?

What do you see as your weakness at the work place?

Do you prefer sites with people contact or sites with little or no people contact?

Have you ever been suspended or terminated from a job for cause? Provide details:

DPSST PRIVATE SECURITY CRIMINAL DISQUALIFIERS LIST

CERTAIN CONVICTIONS DISQUALIFY YOU FROM BEING CERTIFIED AND YOU WILL NOT BE ALLOWED TO WORK AS A PRIVATE SECURITY PROVIDER UNDER OREGON LAW. THE ATTACHED CRIMINAL DISQUALIFIER LIST IS PROVIDED FOR YOUR CONVENIENCE TO DETERMINE WHETHER OR NOT YOU WANT TO APPLY.

PERSON FELONIE

(Life-time disqualifiers)

Abandon Child	163.535	Negligent Homicide	163.145
Abuse of Corpse I	166.087	Possess Materials/Child Sex I	163.688
Aggravated Murder	163.095	Possess Materials/Child Sex II	163.689
Arson I	164.325	Promoting Prostitution	167.012
Assault I	163.185	Rape I	163.375
Assault II	163.175	Rape II	163.365
Assault III	163.165	Rape III	163.355
Assault IV Felony	163.160(3)	Robbery I	164.415
Attempt to Commit Person Fel.	161.405	Robbery II	164.405
Burglary I (if occupied dwelling)	164.225	Robbery III	164.395
Buy or Sell Person under 18	163.537	Sexual Abuse I	163.427
Coercion	163.275	Sexual Abuse II	163.425
Compelling Prostitution	167.017	Sexual Penetration I	163.411
Criminal Mistreatment I	163.205	Sexual Penetration II	163.408
Encourage Child Sex Abuse I	163.684	Sodomy 1	163.405
Encourage Child Sex Abuse II	163.686	Sodomy II	163.395
Environmental Endangerment	468.951	Sodomy III	163.385
Escape I	162.165	Solicitation to Commit Felony	161.435
Fel Possess Hoax Destruc. Dvc.	166.385(3)	Stalking	163.732
Hit and Run (Boat)	830.475	Supplying Contraband	162.185
Hit and Run Vehicle (Injury)	811.705	Theft by Extortion	164.075
Incest	163.525	Tree Spiking (person injury)	164.877(3)
Inmate in Possess of Weapon	166.275	Unlawful Use of a Weapon	166.220
Intimidation I	166.165	Use Child in Sex. Exp. Display	163.670
Kidnapping I	163.235	Use of Stun Gun/Tear Gas/Mace	163.213
Kidnapping II	163.225	Violate Court's Stalking Order	163.750
Manslaughter I	163.118	Violate Officer's Stalking Order	163.747
Manslaughter II	163.125		
Murder	163.115		

SEX CRIMES IN ADDITION TO PERSON FELONIES

(10-year disqualifiers)

SEXUAL ABUSE III	163.415	Prostitution	167.007
Contrib. to Sexual Delinquency	163.435	Sadomasochistic/Live Show	167.062
Possess Depiction/Child	163.672	Furnish Obscene Material	167.065
Dealing Depiction/Child	163.673	Send Obscene Material/Minors	167.070
Transport Child Pornography	163.677	Exhibit Obscene Perform/Minors	167.075
Pay/View Conduct with Child	163.680	Display Obscene Material/Minors	167.080
Encourage Child Sex Abu III	163.687	Disseminate Obscene Material	167.087

NON-PERSON FELONIES

(10-year disqualifiers)

All felonies in addition to the person felonies listed above.

CRIMES OF DOMESTIC VIOLENCE

(10-year disqualifiers)

Any misdemeanor crime of domestic violence as defined in statute.

PERSON MISDEMEANORS**(10-year disqualifiers)**

ASSAULT IV	163.160	Menacing	163.190
Assault Public Safety Officer	163.208	Possess Hoax Destruct. Dev.	166.385
ATTEMPT TO COMMIT "C" FELONY	161.405(2)(D)	Reckless Endanger Another	163.195
CHILD NEGLECT II	163.545	Resisting Arrest	162.315
CRIMINAL DEFAMATION	163.605	Solicit to Commit "C" Felony	161.435(2)(d)
Criminal Mistreatment II	163.200	Stalking	163.732(1)
Endanger Welfare of Minor	163.575	Unlawful Use Stun Gun/Gas/Mace	163.212
Intimidation II	166.155	Violate Court's Stalking Order	163.750(1)
Harassment (Sexual Contact)	166.065(4)		

ADDITIONAL MISDEMEANORS**(10-year disqualifiers)**

ADULT USE MINOR IN DRUG OFFENSE	167.262		
Compound a Felony	162.335	Interfere w/Public Transportation	166.115
Computer Crime	164.377(4)	Negotiating a Bad Check	165.065
Criminal Impersonation	162.365	POSSESS BURGLAR'S TOOLS	164.235
Criminal Mischief II	164.354	POSSESS FALSE LAW ENF ID CARD	162.369
Crim Possess Rent/Lease Prop	164.140	Provide Liquor to Minor or Intox	471.410
Criminal Trespass I	164.255	Public Indecency	163.465
Crim Tres while Possess Firearm	164.265	Reckless Burning	164.335
Escape III	162.145	Tamper w/Physical Evidence	162.295
FALSE SWEARING	162.075	Theft II	164.045
FORGERY II	165.007	Theft of Services	164.125(5)(b)
Fraudulent Use of Credit Card	165.055(4)(a)	Unlawful Direct of Laser Pointer	163.709
GIVE FALSE INFO TO POLICE OFCR	162.385	Unlaw Poss Armor Pierce Ammo	166.350
INTERFERE W/PEACE OFFICER	162.247	Unlawful Possess Firearms	166.250
Interfere w/Police Animal	164.369	Unlawful Purchase of Firearm	166.425
		Unsworn Falsification	162.085

DRUG-RELATED FELONIES/MISDMEANOR**(10-year disqualifiers)**

All drug-related offenses above violation level.

MISDEMEANORS**(7-year disqualifiers)**

INITIATING FALSE REPORT	162.375		
Theft III	164.043		
Theft of Services	164.125(5)(a)		
CARRYING OF CONCEALED WEAPON	166.240		

****THIS LIST IDENTIFIES THE NAME OF THE CRIME AND THE STATUTE NUMBER UNDER OREGON LAW. EQUIVALENT CRIMES COMMITTED IN ANY OTHER JURSDICTION (INCLUDING THE MILITARY) ARE ALSO DISQUALIFIERS.**

I have read the DPSST criminal background disqualifiers list and confirm that none of the listed disqualifiers apply to my personal history.

I understand that any disqualifiers which maybe found as a result of a background check may result in my immediate disqualification from employment consideration.

Print Name _____

Signature _____

Date _____



Background Investigation Authorization

IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGEMENT

In connection with your employment, application, or temporary agency/contractor assignment with DePaul Industries (hereinafter "**COMPANY**"), we may upon execution of this authorization, investigate the information contained in this form, your application and other relevant background information to determine whether you are a suitable candidate for employment, promotion, position re-assignment or contract. Therefore, **COMPANY** will request a consumer report or investigative consumer report as defined under applicable state and federal law from a third party agency, Background Investigations/OneCreditSource.com, 1800 Blankenship Rd, Suite 250, West Linn, OR 97068, 800-955-1356. The scope of the report request by **COMPANY** may include information relating to criminal history, academic achievement, employment history, Social Security Number verification, character, general reputation, personal characteristics, and mode of living. The purpose of the background investigation is to solely determine employment eligibility. If you do not authorize **COMPANY** to conduct your background investigation, you will not be considered for employment, promotion, position re-assignment or contract. If so, your application may be withdrawn, you may be removed from your position or your contract may be terminated, if applicable.

(MINNESOTA, OKLAHOMA AND CALIFORNIA applicants ONLY) Check the box if you wish to receive a copy of the report requested by **COMPANY**. If I am a California resident, I understand I have the right to visually inspect the files concerning me maintained by an investigative consumer reporting agency during normal business hours and upon reasonable notice. The inspection can be done in person, by request by certified mail to have materials sent to me, or by phone, if proper identification is provided. I also understand that I can request trained personnel to explain information to me, including coded information, and that I can be accompanied by a representative.

If the report, in whole or in part, supports making an adverse decision affecting your employment or contract, **COMPANY** will provide you, before making the adverse decision, a copy of the report and a description in writing of your rights under the Fair Credit Reporting Act and any applicable state laws. If you are ineligible for employment or your background is unacceptable to **COMPANY**, **COMPANY** may not hire you or may remove you from your position, assignment or terminate your contract. If this information is retained, it will be kept confidential and separate from your personnel file, if you are hired.

BY CHECKING THIS BOX AND WITH MY SIGNATURE BELOW, I ACKNOWLEDGE RECEIPT OF A COPY OF THE "**CONSUMER REPORT FOR EMPLOYMENT PURPOSE DISCLOSURE FORM**".

Please complete the form below: Applicant/Team Member Temporary Agency Personnel/Contractor Temp to Hire

Current Name – Last, First, Middle Name	Social Security Number
Other Names You Have Used - Last, First, Middle Name	Date of Birth

Residence Data: Beginning with your current address, list all addresses where you have resided in the last 10 years. Use extra paper if needed. Forms will not be processed without a full 10 year residence history.

Dates – From/To	Street Address	City, State, Zip

Have you ever been convicted of, participated in a pre-trial program with respect to, or are there any pending charges against you involving a criminal offense?

Yes No If yes, clarify _____

Acknowledgement and Authorization

I acknowledge receipt of this background investigation authorization, as set forth above, and certify that I have read and understand these disclosures. If I was previously on a short term or temporary assignment with _____ (hereinafter, "**COMPANY**"), I consent by my signature below, that the results of the previously procured report may be shared among Background Investigations/OneCreditSource.com, **COMPANY** and the staffing agency. I authorize **COMPANY** or its representative to obtain a "consumer report" or "investigative consumer report" as defined under applicable state and federal law or other background information used in connection with **COMPANY** consideration of me for employment, promotion, position re-assignment or contract. I acknowledge that a telephonic facsimile or copy of this release shall be as valid as the original. To the maximum extent permitted by law, this authorization is valid for all federal, state, county and local agencies and authorities. I understand I have the right to make a written request within a reasonable period of time (not to exceed 30 days) after receipt of this notice for complete and accurate disclosure of information concerning the nature and scope of the investigation.

I certify all my answers on this Authorization are true and complete. I understand that the falsification, omission or misrepresentation of fact on this Authorization (or any other accompanying or required documents) may be cause for denial of employment or immediate termination of employment if hired, regardless of when or how discovered.

Applicant's Signature

Driver's License Number/State

If under 18 Parent's Signature

Date

VOLUNTARY SELF-IDENTIFICATION

This company is an Equal Opportunity Employer. We do not discriminate in hiring or employment because of race, color creed, national origin, sex, age, disability or veteran status. Various government agencies request statistical information regarding our hiring practices. Your cooperation in completing this section is completely voluntary. Any information gathered is strictly confidential. Your answers will in no way be used against you. Thank you for your cooperation.

Name: _____

Date Completed: _____

Job Title: _____

GENDER: (Please check one of the options below)

_____ Male

_____ Female

_____ Choose not to disclose

RACE/ETHNICITY:

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

___ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

___ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

___ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.

___ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

___ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

___ **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

___ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

DePaul Industries Initial Contact Questionnaire

Name _____

Please complete the following questionnaire prior to being approved to apply for the pre-screen application process.

	YES	NO
• Have you ever been convicted of a felony?	___	___
• Have you ever been convicted of a misdemeanor?	___	___
• Are you currently on parole?	___	___
• Are you currently on probation?	___	___
• Do you have any restraining orders against you?	___	___
• Do you have any pending criminal court proceedings?	___	___
• Have you ever been dismissed from a previous job?	___	___
• Are you opposed to taking a drug screening test?	___	___
• Are you opposed to taking a criminal background check?	___	___
• Do you currently rely solely on public transport?	___	___
• Are you only seeking fulltime employment?	___	___
• Are you available for swing shifts?	___	___
• Are you available for night shifts?	___	___
• Do you need assistance with writing or speaking in English?	___	___