



U.S. SECURITY ASSOCIATES, INC.®

U.S. Security Associates, Inc. employees must meet the following qualifications:

1. If required by the state where you are applying, you will be licensed by the state to work as a Security Officer for U.S. Security Associates. You will be charged the full licensing fee, which will be deducted in increments from your first three payroll checks. You may also be charged for any annual renewal fees.
2. You must meet all state requirements for a Security Officer License and all federal requirements of the INS for verifying employment eligibility (INS Form I-9).
3. You must have no criminal history and no high misdemeanor or felony alcohol or drug related convictions for the preceding ten years unless otherwise specified by your state or federal law.
4. You must be able to successfully pass a drug/alcohol screen prior to employment and periodically throughout your employment.
5. You must have verifiable previous employment and personal references.
6. You must be capable of performing the essential functions of the job assignment with or without a reasonable accommodation.
7. You must have a high school diploma or G.E.D.
8. You must be at least 18 years of age.
9. Your hair must be neatly cut and groomed. Hair will be cut short enough or styled sufficiently to prevent it from standing out when the uniform cap or hat is worn or from extending below the top of the shirt or jacket collar.
10. Your face must be clean-shaven except that neatly trimmed mustaches may be worn unless there is a client requirement prohibiting them (such as interfering with the wearing of special safety masks, etc.) Reasonable accommodation based on religious beliefs or for substantiated medical reasons will be considered on a case-by-case basis. Handlebar mustaches, beards, and goatees are not acceptable.
11. Earrings, necklaces or jewelry worn in the nose, eyebrows, lips, tongues, or other extremities by men or women while on duty are not acceptable.
12. All full-time employees must be able to work overtime and on various shifts as needed; including weekends and holidays. Reasonable accommodation based on religious beliefs will be considered on a case-by-case basis.
13. All employees must provide their own transportation to and from work.
14. All employees must have and maintain a method of personal communication (home telephone, cell phone, pager, etc.) The branch office must be notified if this number changes at any time.
15. All uniformed security officers must furnish their own black shoes (plain toed, suitable for wearing with a uniform) and furnish their own black socks. All shoes must be maintained in good condition.
16. You must successfully complete approximately 12 hours of pre-employment processing, video instruction, and testing.
17. Hourly wages vary from client to client.

SSN: _____ Signature: _____ Date: _____

Witness: _____