



Application for Employment

Volunteer Protective Services, LLC

P.O. Box 4363 • Sevierville, Tennessee 37864

Phone (865) 410-8770 • Email: tbryan@vpsguards.com • www.vpsguards.com

This application for employment is good for 6 months only. Consideration for employment after 6 months requires a new application.

(PLEASE PRINT)

Position Applied For	Date of Application		
How did you learn about us: <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Walk-in <input type="checkbox"/> Other			
Last Name	First Name	Middle Name	
Street Address	City	State	Zip Code
Home Phone	Cell Phone	E-Mail Address	Social Security #

Volunteer Protective Services (VPS) is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, creed, religion, ancestry, age, sex, material status, national origin, disability or handicap, or veteran status.

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with Volunteer Protective Services before? Yes No
 If Yes, Give Date _____

Have you ever been employed with Volunteer Protective Services before: Yes No
 If Yes, Give Date _____

Do any of your friends or relatives work for VPS? Yes No
 If Yes, state name, relationship and location: _____

Are you currently employed? Yes No May we contact your present employer? Yes No

Are you legally eligible for employment in the United States? Yes No
(If offered employment, you will be required to provide documentation to verify eligibility).

Date available for work: _____ / _____ / _____ What is your desired salary range? _____

Are you available to work: Full-time Part-time Temporary Rotating Shift

Are you currently on "lay-off" status? Yes No Can you travel if a job requires it? Yes No

Have you been convicted of a felony? Yes No
The existence of a criminal record does not constitute an automatic bar to employment unless relevant to the type of employment you are applying for.
 If Yes, please explain: _____

Employment Experience

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer:	Date Employed		Work Performed
	From	To	
Address:	Telephone Number		
Supervisor:	Job Title		
Reason for leaving:	Hourly Rate / Salary		

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If you need additional space, please continue on a separate sheet of paper.

Education

School	Name of City of School	Major Course of Study	Last Grade Completed	Diploma / Degree
High School				
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, do you have a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Vocational/Technical				
College				
Graduate/Professional				
Other (specify)				

Indicate any foreign languages you can speak, read and/or write (if position requires candidate to be bilingual)

Fluent	Good	Fair	Speak	Read	Write
Are you currently licensed in any state as an: <input type="checkbox"/> Armed Guard <input type="checkbox"/> Un-Armed Guard					
License Number			Expiration Date		
If yes, provide state: Conditions/Remarks					

Do you currently hold a license as a contract security company in any state? Yes No

License Number		Expiration Date	
If yes, provide state: Conditions/Remarks			

List any specialized training, skills, professional, trade, service or civic organizations in which you are a member and offices held. You may exclude membership, which would reveal gender, race, religion, national origin, age, ancestry, disability or protected status.

Are you a veteran of the Armed Forces? Yes No *(a copy of you DD-214 may be requested)*

Describe any job-related training received in the military: _____

Specialized Skills	Check Skills/Equipment Operated
<input type="checkbox"/> Fax <input type="checkbox"/> PC <input type="checkbox"/> Excel <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Typewriter <input type="checkbox"/> Calculator <input type="checkbox"/> PBX System <input type="checkbox"/> Vehicle <input type="checkbox"/> Golf Cart <input type="checkbox"/> Other = Please List:	
Other Qualifications (Summarize special job-related skills and qualifications acquired from employment or other experience.)	

References – Please list 3 references that are not relatives or previous employers.

1. _____ (_____) _____
(name) (phone #)

(address)
2. _____ (_____) _____
(name) (phone #)

(address)
3. _____ (_____) _____
(name) (phone #)

(address)

Applicant’s Statement and Certification

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I also understand that as part of the employment application and selection process, I am required to submit to a background check conducted by the Volunteer Protective Services, LLC (VPS). This will include a check for both felonies and misdemeanors. I furthermore authorize VPS to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education and other information requested by VPS. The satisfactory completion of this background check in accordance with VPS criteria for the job applied for is a prerequisite to offer of employment by VPS. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with VPS is of an “at will” nature, which means that the Employee may resign at any time and VPS may discharge the 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 the President/Owner of VPS.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of VPS.

I understand that (1) VPS has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of employment; and (3) continued employment may be based on the successful passing of job-related physical examinations.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

Date _____ Signature of Applicant _____
Print Name _____