

# Wilmorite Security, LLC

## SECURITY OFFICER

### Applicant Information Form

- ◆ Positions may be available at the following locations:

EastView Mall  
Marketplace Mall  
Park Point Rochester

Greece Ridge Center  
Pittsford Plaza  
Sibley Building

- ◆ Application must be completed in its entirety
- ◆ **Police record check must accompany application**
- ◆ Most positions will include working every weekend, evenings and/or night shifts
- ◆ Completed applications may be returned in person to the Site Security Manager at any of the above listed properties or to the Corporate Security Office located at:

Wilmorite Security, LLC  
Corporate Security Office  
Sibley Tower Building, Suite 1147  
25 Franklin Street (corner of Main St. and Franklin St...)  
Rochester, New York 14604

**For assistance with the application process, contact (585) 325-1585.**

Wilmore Security, LLC  
Security Department

**IMPORTANT PRE-APPLICATION ADVISORY**

Effective January 1, 1994, Wilmore Security, LLC, was in compliance with the Security Guard Act Amendment of 1993 to the New York State General Business law. This law in effect makes the Security Department a Security Guard Company. The impact of this change on current employees and applicants is outlined below. Please read this advisory carefully, as there are significant changes to past practices and requirements for becoming a registered security guard.

**NYS requires that all security officer applicants must:**

1. Be at least 18 years of age and provide verifiable documentation.
2. Be of good moral character and fitness - provide a criminal record check.
3. Not have been convicted of a serious offense - verified by a fingerprint check.
4. Not have been declared by any court to be incompetent because of mental disease or defect.
5. Can perform the requirements of the job as described in the Wilmore Security LLC, Security Officer "Job Specifications".
6. Not have been discharged from a correctional / law enforcement agency for incompetence or misconduct.
7. Have completed a NYS approved pre-assignment training course for a minimum of eight (8) hours.

**Applicant for a NYS Security Guard license MUST have the following:**

1. A completed Department of State application form, sworn to, or affirmed by the applicant, which will be completed by Wilmore Security, LLC at the time of hire.
2. Color photographs (provided by Wilmore Security, LLC, at the time of hire).
3. Employment history (references, unemployment statements or personal references) verified by Wilmore Security, or by an authorized verification agency.

4. Certification that the applicant has completed the NYS approved eight (8) hour pre-assignment training course.
5. Fingerprints to be done by L-1 Enrollment Services for Division of Criminal Justice Services and Federal Bureau of Investigation. Fee to be paid by applicant at the time of service.

#### **APPLICANTS THAT ALREADY HAVE NYS GUARD LICENSES**

1. Applicants that already have NYS guard licenses will be asked to provide certificates of completion of the 8 Hour Pre-Assignment, 16 Hour On the Job Training course, and 8 Hour in service training. If applicant is unable to provide the necessary certificates, a request will be made to the Division of Criminal Justice Services for a list of training classes completed. Applicants that are hired and found not to have the required training will be scheduled to complete the mandatory training.

**All applicants will be required to have a onetime payroll deduction from their first paycheck to help cover the cost of registering your employment with the New York State Division of Licensing.**

Applicants returning a Wilmorite Security, LLC, Security Officer application must have the following:

1. A criminal records check.
2. A High School Diploma or General Education Diploma (G.E.D.).
3. Signed Wilmorite Security, LLC, and Job Specifications excerpt form.
4. A valid New York State security guard license and/or eight hour pre-assignment certificate.

If you have any questions regarding the procedures outlined in this advisory, please call the following numbers: **(585) 325-1585**

# **Wilmorite Security, LLC**

## **Job Specifications (Excerpt)**

### **2.0 Title: Job Specifications – Protective Services Personnel:**

This job specification statement consists of the following numbered sections:

- 2.0 Title
- 2.1 Policy
- 2.2 Purpose
- 2.3 General Requirements
- 2.4 Physical Standards
- 2.5 Language and Writing Skills
- 2.6 Appearance Standards
- 2.11 Applicant Affirmation

### **2.1 Policy:**

It is the policy of Protective Services that there are well defined standards and requirements for employment that meet the needs of the organization and is in compliance with all State and Federal Laws and Regulations.

### **2.2 Purpose:**

The purpose of this statement of specifications and requirements is to clearly outline to all employees, applicants and candidates for promotion those attributes and abilities that will be required to perform their duties.

### **2.3 General Requirements: Protective Service Officer:**

A candidate must possess an operator's license valid for the State in which employed and demonstrate the ability to operate a motor vehicle in a safe and efficient manner. In addition to the physical requirements listed later in this document, the candidate must be able to confront combative individuals and if necessary engage in a lawful use of force to intervene in such activities as fights, scuffles and arrests. Pursuit and capture of wanted criminals in assistance to law enforcement may be required. All candidates for the position of Protective Services Officer will be required to possess at a minimum, a High School Diploma or a General Education Diploma (G.E.D.).

In compliance states, employees will be required to maintain their security guard license or certificate once obtained from the issuing authority. If at any time the required security

guard license or certificate is revoked, suspended or expired, the employee will not be permitted to work for the company in the capacity of a security guard. Timely renewals, address changes or other factors that may influence the validity of the license or certificate remain solely the responsibility of the individual. In all cases any / all renewal documents should be submitted to the Site Security Manager upon receipt.

Candidates must be able to work a flexible schedule as assigned and in the best interest of the objectives and requirements of the company. All scheduling is subject to change in order to accommodate vacancies, special events, peak seasons and any other circumstances that arise. Shift assignments and promotions will be considered based on performance, ability, length of employment and site needs as well as personal attributes as evaluated by the site supervisory staff and Corporate Security.

#### **2.4 Physical Requirements: Protective Service Officer:**

A candidate must be in good physical condition consistent with age and be free of any deformities or medical conditions that would preclude the performance of the duties as outlined in this policy to include:

- a) Eyesight – Correctable to 20/40 and free of color blindness or any substantial restriction for operating a motor vehicle. Must be able to adjust to and work in various light conditions.
- b) Hearing – Must be capable of hearing and understanding (aided or unaided), dialogue in conversational tones and levels, transmitted either in person or via radio or telephone. Must be capable of hearing and recognizing low, middle and high range sounds such as whistles, bells, buzzers, gongs and sirens such as those commonly used in alarm systems.
- c) Tour capability – Must be able to perform walking tours both indoors and outside of the facility to which assigned. Must be able to ascend and descend stairs and fire escapes as well as both operable and not operable escalators. Must be able to run, ride elevators, climb ladders, and not be affected by heights such as looking down from rooftops, balconies or stairwells. Tours may require being alone for extended periods of time.
- d) Equipment Usage – Must be able to carry and use a two-way radio, operate a base station radio, telephone and alarm equipment and controls. Must be able to monitor and skillfully operate complex Closed Circuit Television equipment without distraction. Must have the ability to adapt to and operate technological equipment such a computers, alarm enunciator panels and other similar equipment. Use of small tools is sometimes required. Must be able to carry and use a 20 lbs. fire extinguisher. Must be able to use vehicle opening and jump starting tools and equipment as trained.

**2.5 Language and Writing Skills:**

Must be able to read, write and speak the English Language. Must be able to prepare complex written reports and documents; comprehend and interpret complex verbal and written documents. Prepare legible and clear reports suitable for court purposes.

**2.6 Appearance Standards:**

Grooming - Employees are expected to maintain the highest standard of personal cleanliness and present a professional appearance at all times. All male employees will be clean-shaven. Beards and moustaches will be neatly trimmed. All officers will have their hairstyles arranged in a business-like manner and the hair will not touch or fall below the shirt collar.

Uniform – The Protective Service uniform will be worn as presented during the process of Field Training in compliance with established policies and regulations as defined by Corporate Security. Undershirts are optional however, if worn will be navy blue in color and will not have any logos, phrases or designs that show through the uniform shirt. For safety and appearance reasons, jewelry such as ear rings, studs, facial and tongue piercing will not be worn while on duty.

**2.11 Applicant Affirmation: To be signed and witnessed at the time of turning in employment application.**

As an applicant for employment with Protective Services or as an employee receiving this statement of policy, my signature below will act as acknowledgement that I have read this statement of specifications and requirements. I am proceeding with the application process with full knowledge of the requirements and expectations of the company. I also understand that if conditional employment is offered, I will be required to pass a medical screening and drug test. The company physician may verify health information and based on the findings may approve or disqualify. Additionally, I agree and understand that I will be required to submit to a background investigation which will require information of a personal nature to determine my suitability for employment. I authorize this information to be disseminated to company authorized agency for processing and further understand that the information obtained from this background investigation may be cause to either continue or discontinue the employment process.

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

Witness \_\_\_\_\_ Date \_\_\_\_\_

# WILMORITE SECURITY, LLC. APPLICATION FOR EMPLOYMENT

For consideration, answer completely and accurately. Do not reference resume. If you require accommodation due to disability to complete the application process, please let us know what accommodation you require.

**PLEASE PRINT**

Date: \_\_\_\_\_ Social Security No. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Present Address: \_\_\_\_\_

Have you ever applied for work at Wilmorite Security, LLC, or Wilmorite Property Management, LLC before? Yes / No  
 When? \_\_\_\_\_ Where? \_\_\_\_\_

Do you know anyone who is currently employed by Wilmorite Security, LLC, or Wilmorite Property Management? Yes / No

Referred By: \_\_\_\_\_

Are you legally authorized to work in the U.S. ? Yes / No Do you have a working permit ? Yes / No

Have you ever been convicted of a crime ? Yes / No ( Conviction of a crime is not necessarily disqualification for employment.)  
 If yes, explain: \_\_\_\_\_

If driving is a requirement of the position for which you are applying, do you have a current, valid driver's license ? Yes / No

## EDUCATION & TRAINING

School	Name & Location	# of Years	Graduated	Type of Degree	Major Subject
Grade School	_____	_____	_____	_____	_____
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Graduate	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

Scholastic Honors or Professional Organizations: \_\_\_\_\_

## MILITARY SERVICE

Have you served in the U.S. Armed Forces ? Yes / No If yes, dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Branch: \_\_\_\_\_ Final Rank: \_\_\_\_\_ Special Training: \_\_\_\_\_

## TYPE OF WORK DESIRED

Position you are applying for: \_\_\_\_\_ Date you can start: \_\_\_\_\_

Desired salary: \_\_\_\_\_ Availability:  Part time  Full time  Overtime  Shift work  Temporary

Can you perform the essential functions of the position for which you are applying ? Yes / No

List any other special courses, training, or certificates that you consider relevant to your ability to perform the job for which you have applied: \_\_\_\_\_

Office or other equipment that you can operate: \_\_\_\_\_

Typing Speed \_\_\_\_\_ Shorthand \_\_\_\_\_ PC Software \_\_\_\_\_ Word Processing Type: \_\_\_\_\_

## Employment History (Account for all employment in the previous 5 years)

Dates		Employer	Address	Supervisor & Tel #	Reason for Leaving
FROM:	TO:				

Dates		Employer	Address	Supervisor & Tel #	Reason for Leaving
FROM:	TO:				

Dates		Employer	Address	Supervisor & Tel #	Reason for Leaving
FROM:	TO:				

Dates		Employer	Address	Supervisor & Tel #	Reason for Leaving
FROM:	TO:				

### REFERENCES

Give the name and address of three people not related to you and whom you have known for at least three years.

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State / Zip \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State / Zip \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State / Zip \_\_\_\_\_

### READ CAREFULLY BEFORE SIGNING THIS FORM

- 1) Regardless of whether or not I become employed by Wilmore Security LLC, I recognize that this application will not and should not be considered a contract for employment. I understand that employment at Wilmore Security, LLC, is on an at will basis and that my employment may be terminated with or without cause and without notice at my option or Wilmore Security, LLC.  
 I further understand that no Wilmore Security, LLC. Employee or representative has the authority to enter into a contract regarding duration of terms and conditions of employment other than an officer of Wilmore Security LCC, and then only by means of a written contract.
- 2) I authorize Wilmore LLC, to contact any or all of my former employers or any of the references I have supplied to it references I have supplied to it for the purpose of verifying any of the information that I have provided, and/or for the purpose of obtaining any information whether favorable or unfavorable about me or my employment with any former employer, except as noted below.  
 (If none, write "NONE"). \_\_\_\_\_
- 3) I understand that misrepresentations of any material fact by me in this application can be reason for denial of employment or upon subsequent discovery, immediate termination of employment.
- 4) I recognize that any offer by Wilmore Security LLC, is contingent upon satisfactory results of a drug screen, background investigation and, if applicable, a medical examination.
- 5) I recognize that any offer of employment is contingent upon my ability to provide the necessary documentation required by the Immigration Reform and Control Act of 1986 to substantiate that I am authorized to work in the United States.
- 6) This application shall be considered active for a period not to exceed one year.
- 7) I understand that if applying for a security position, I must comply with all the requirements of the NYS Guard Act of 1994 (See Attached).

\_\_\_\_\_ Date

\_\_\_\_\_ Applicant Signature

Wilmore Security, LLC, does not discriminate against any employees or applicant for employment because of race, religion, creed, color, age, gender, sexual orientation, marital or veteran status.

# WILMORITE SECURITY, LLC

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## Corporate Security

25 Franklin Street, Suite 1147 • Rochester, New York 14604  
Ph. (585) 325-1585 • Fax (585) 325-3014

### AUTHORIZATION FOR THE RELEASE OF INFORMATION

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To Whom It May Concern:

I am an applicant for the position of Protective Services Officer with Wilmorite Security, LLC. As such, I am required to furnish information for use in determining my moral, physical and mental qualifications. Accordingly, I hereby authorized you to release any and all information of a confidential and privileged nature concerning me. I hereby release you, your organization, or other from any liability or damage, which may result from the release of the information requested.

Your cooperation is appreciated.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of applicant (Please Print)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Company Representative