



Westfield State University
Department of Public Safety
Student Security Unit
Application For Employment

APPLICATION DUE: February 26th 2018 by 3 P.M.

Dear Applicant,

In order to be eligible for a position with the Westfield State University Department of Public Safety Student Security Unit, there are several requirements that must be fulfilled:

- Applicants must have a cumulative GPA of 2.5 or above at the end of every semester.
 - Exception for first semester freshman
- Applicants must have a valid driver's license with minimal traffic and campus violations.
- Out of state Applicants must submit a driver history form from State RMV.
- Applicants must pass a background screening process including social media.
- Applicants must be able to perform the physical requirements of the job.
- Applicants must be flexible to periodic substantial time commitments.

Attached, you will find an Application for Employment, an informational brochure, and three reference forms. You **MUST** complete and return to the Department of Public Safety the following:

- Application (before the aforementioned application deadline)
- Reference Forms (You must submit 3 references by dead line)
 - Mailed to Public Safety to the attention of Student Security Patrick Dowd or E-mailed to studentsecurity@westfield.ma.edu with the subject of **“Recommendation” followed by your last name**
- Collegiate academic transcripts (available at Student Administrative Services at 333 and On-Line)

Please give the reference forms to college administrators, faculty or staff, former employers, and/or significant persons who can attest to your character and give an honest appraisal of you. Do not give reference forms to fellow students, relatives, friends, roommates, or Resident Assistants.

Applications, References, and academic transcripts are to be turned in to the Department of Public Safety before the aforementioned deadline. Applicants will not be considered until all paperwork has been completed and submitted. The most favorable applicants will be invited to a personal interview. All applicants will be contacted within **TWO (2)** weeks of the application deadline.

If you have any questions, I can be contacted through the Department of Public Safety at the number below. Thank you for your interest in the Student Security Unit.

Patrick Dowd
Chief of Student Security
Department of Public Safety
Westfield State University
Westfield, MA 01086
(413) 572-5262
studentsecurity@westfield.ma.edu



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INFORMATIONAL BROCHURE

Applicants do not have to be Criminal Justice Majors. The Student Security Unit has hired applicants from every major discipline on campus. The following are some the benefits that Student Security Officers enjoy:

Criminal Justice Majors

- Real world experience in your major
- Work and train alongside sworn full-time Special State Police Officers
- Possibility of sponsorship for attendance at the Massachusetts Criminal Justice Training Council's Basic Reserve/Intermittent Academy
- Learn Patrol Techniques, Dispatch Skills, Public Relations, etc.

All Majors

- Expand your liberal arts education by exploring another discipline hands-on
- Learn more about the college, college judicial system, and the legal system
- Learn people skills, expand your horizons, and meet new people
- Supervisory positions available to experienced, dedicated officers
- Convenient on campus employment with flexible scheduling

As Student Security Officers, students are offered special training sessions and skills including, but not limited to, the following:

Operations

- Suicide Prevention
- Verbal Judo
- Radio Communication Procedures

Dispatch

- LEAPS
- NCIC
- CJIS
- ALARS
- IMC



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PLEASE TYPE OR PRINT LEGIBLY. MUST FULLY COMPLETE THIS APPLICATION.

Name: Last: _____ First: _____ MI: _____
Local or School Address: _____ Mailbox # _____
Perm. Address: Street: _____
 City: _____ State: _____ ZIP: _____
Phone: Local: _____ Permanent: _____
Email Address: _____
Social Security: _____ **Date of Birth:** _____
License Num.: _____
Major(s): _____ **Year of Graduation:** _____

Previous Work Experience (starting with most recent):

1. **Employer:** _____
Address: _____

Phone: _____ **Supervisor:** _____
Dates of Employment: _____ **Position:** _____
2. **Employer:** _____
Address: _____

Phone: _____ **Supervisor:** _____
Dates of Employment: _____ **Position:** _____
3. **Employer:** _____
Address: _____

Phone: _____ **Supervisor:** _____
Dates of Employment: _____ **Position:** _____
4. **Employer:** _____
Address: _____

Phone: _____ **Supervisor:** _____
Dates of Employment: _____ **Position:** _____

PLEASE LIST ALL OTHER WORK EXPERIENCE ON A SEPARATE SHEET OF PAPER



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LETTERS OF RECOMMENDATION

(List the three persons who have or will be recommending you.)

1. Name: _____ Phone: _____
2. Name: _____ Phone: _____
3. Name: _____ Phone: _____

CHARACTER QUESTIONS

(Answer to the best of your ability. A separate sheet of paper may be used.)

1. What characteristics do you possess that would make you a good Student Security Officer?

2. Please discuss your time commitments and availability.

3. List any work experience or training that you possess that would be beneficial to the Student Security Unit.



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Applicant:

As an applicant for the position of Student Security with the Westfield State University Police Department, I hereby consent to have an investigation made as to my moral character, reputation, employment record and overall fitness for the position to which I have applied. I also consent to have any such person background information reported to or received by investigators of the Westfield State University Police Department. I further agree to freely give and honestly answer requests for further information that may be required in reference to my past record.

I also authorize and request every person, firm, company, corporation, governmental agency, court, association or institution (e.g. medical, educational) having control of any documents, records, and/or other information pertaining to me, to furnish the Westfield State University Police Department any such information, including documents, records, and/or files regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, and to permit the Department or any of its agents or representatives to inspect and make copies of such documents, records, or other information.

I hereby freely and knowingly authorize the release of the following data or records to the Westfield State University Police Department: criminal records, probation records, prior and present employment history and performance evaluations, Registry of Motor Vehicle records, credit reports, industrial accident reports and files, educational and instructional records and certificates, military records and any other records pertinent to the position.

I hereby release, discharge, and exonerate the Westfield State University Police Department, the trustees and administration of Westfield State University, its agents and representatives, and any person so furnishing information pursuant to this authorization, from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information or the investigations made by or on the behalf of the Department.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authority shall continue for one year unless sooner revoked in writing by the undersigned.

Signature (in ink)

Date



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LETTER OF RECOMMENDATION

_____ is applying for the position of Student Security Officer with the Westfield State University Department of Public Safety Student Security Unit. Please comment on his/her character and give an honest appraisal of the applicant. This letter will remain confidential and will not be seen by the applicant. Letterhead or another piece of paper may be submitted.

Please submit to:

Patrick Dowd
Chief of Student Security
Department of Public Safety
Westfield State University
Westfield, MA 01086

Thank you for your time and consideration.

Name: _____

Title: _____

Signature: _____

Date: _____



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