APPLICATION PERIOD: January 27, 2014 – February 19, 2014

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. Exceptions can be made for first semester Freshman students.
- Applicants must have a valid driver’s license with minimal traffic and campus violations.
- Applicants must pass a background screening process.
- 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)
- 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 and academic transcripts are to be turned in to the Department of Public Safety before the aforementioned deadline. References need to be submitted no later than one week after the application deadline, preferably by the application deadline date. 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 ONE (1) week 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.

Ryan Murphy

Chief of Student Security
Department of Public Safety
Westfield State University
Westfield, MA 01086
(413) 572-5262
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
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
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.

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

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
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______________________________________________________________________________

1/28/2014 RCM
CONFIRMATION

I confirm that all information on this application is true to the best of my knowledge. I understand that my academic and college judicial records will be reviewed prior to any offer of conditional employment. I understand that I must submit to a background criminal and driving record check upon an offer of conditional employment.

_____________________________  _____________________________
Signature                Date
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: Ryan Murphy
Chief of Student Security
Department of Public Safety
Westfield State University
Westfield, MA 01086

Thank you for your time and consideration.

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Name: ___________________________ Title: ___________________________
Signature: ________________________ Date: _________________________
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Name: ___________________________ Title: ___________________________
Signature: ______________________ Date: ____________________________
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Name: ___________________________  Title: ___________________________
Signature: ________________________  Date: ________________________