



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

## **APPLICATION DUE: April 10, 2019 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 Xavier J. Rosario or E-mailed to [studentsecurity@westfield.ma.edu](mailto: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.

Xavier J. Rosario

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

- Shuttle Services
- Foot Patrols As Needed
- Event Security
- Parking Details
- Cell Monitor Watch
- First Aid/CPR

### Dispatch

- NCIC
- CJIS
- IMC

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



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**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?

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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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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, driving record and social media check upon an offer of conditional employment.

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Signature

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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:

Xavier J. Rosario  
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: \_\_\_\_\_