

**AQUINAS COLLEGE
DEPARTMENT OF CAMPUS SAFETY
APPLICATION AND SELECTION PROCESS**

IMPORTANT: Retain these instructions for your reference.

- 1) Complete the attached employment application. **ALL FORMS MUST BE WRITTEN LEGIBLY OR TYPEWRITTEN!**
- 2) Present application at the Campus Safety office, located on the west end of the Wege parking lot ASAP.
- 3) Submit **two** sealed letters of recommendation from persons of your choosing with your application. One should be from a previous employer and the other from someone who can attest to your character. These letters should be received with your application.
- 4) Based on your application, letters of reference, and background check, qualified applicants will be invited to an interview. The interview will focus on your abilities, background, future goals, and knowledge about the Department. You may also be asked to participate in verbal role plays.
- 5) All applicants will be notified of their status within one week of interviewing.
- 6) Selected candidates will be required to successfully complete a pre-service training course that will run and will begin work the following week.
- 7) Candidates selected as Campus Safety officers and dispatchers will also be required to obtain and maintain standard first aid and CPR certification within the first semester of their employment (provided by the department.)

NOTE: IF YOU HAVE ANY QUESTIONS ABOUT THE APPLICATION, SELECTION PROCESS, OR AVAILABLE POSITIONS, PLEASE CALL LT. MARK McCANN AT x2465 OR CAMPUS SAFETY AT x2462.

**AQUINAS COLLEGE
DEPARTMENT OF CAMPUS SAFETY
POSITION DESCRIPTION**

POSITION TITLE: Student Campus Safety Dispatcher

REPORTS TO: Director of Campus Safety

PURPOSE: To act as a communications center coordinator to maintain campus safety and security.

REQUIREMENTS: (Includes, but is not limited to the following)

1. Must be a current Aquinas student in good standing.
2. Must be 18 years old or older.
3. Must possess a valid driver's license.
4. Must obtain and maintain standard first aid and CPR certification by the end of first semester of employment.
5. Must have demonstrated strong moral character and good conscience.
6. Must possess and demonstrate good oral and written communication skills.
7. Must be available to work flexible hours including nighttime and weekend hours.
8. Must be in good physical condition, have eyesight correctable to 20/20, and be able to work in all weather conditions.
9. Must successfully complete pre-service training program prior to final appointment.
10. Must pass criminal history background check.
11. Must pass Aquinas College Approved Driver check.

RESPONSIBILITIES:

1. Relay pertinent information to various personnel when it concerns responsibilities of the Department.
2. Dispatch and coordinate field officers via two way radio.
3. Handle all telephone communication to the Department.
4. Handle the College switchboard.
5. Implement emergency procedures as necessary.
6. Record all shift activity on department log via computer database program.
7. Type criminal complaints, maintenance requests, letters, memorandums, etc. via various computer network programs.
8. Maintain log of Request Not to Tickets in computer database program.
9. Keep field officers informed of events and responsibilities of the shift.
10. File reports, registrations, and tickets.
11. Complete other tasks as assigned by department administrators.

**AQUINAS COLLEGE
DEPARTMENT OF CAMPUS SAFETY
POSITION DESCRIPTION**

POSITION TITLE: Building Security Officer

REPORTS TO: Shift Supervisor

PURPOSE: To maintain campus safety and security.

REQUIREMENTS: (Includes, but is not limited to the following)

1. Must be a current Aquinas student in good standing.
2. Must be 18 years old or older.
3. Must possess a valid driver's license.
4. Must demonstrate strong moral character and good conscience.
5. Must possess and demonstrate good oral and written communication skills.
6. Must be available to work flexible hours including nighttime and weekend hours.
7. Must be in good physical condition, have eyesight correctable to 20/20, and be able to work in all weather conditions.
8. Must pass criminal history background check.
9. Must pass Aquinas College Approved Driver check.
10. Must successfully complete training program.

RESPONSIBILITIES:

1. Ensure the security of Aquinas College by checking all exterior doors and windows of all buildings.
2. Report all problems of a safety or mechanical nature.
3. Report suspicious persons, persons committing criminal acts and other acts that disrupt the educational process or business of Aquinas College.
4. Protect College property from theft and vandalism.
5. Provide an escort service from dusk to dawn for all Aquinas College community members within the prescribed boundaries.
6. Admit authorized persons into buildings and rooms after normal hours of operation.
7. Perform other tasks as assigned by department administrators.

EXPERIENCE

Begin with your most recent position and work backward in chronological order. If more space is necessary use back of page or add additional sheets.

Dates of employment (show months & years)	Name & Address of employer	Position/Title Description
1. _____ (from) _____ (to)	_____ _____ _____	_____ _____ _____
Starting Wage: _____ Ending Wage: _____ Reason for leaving: _____	Supervisor's Name: _____ Phone # for Company: _____	_____
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2. _____ (from) _____ (to)	_____ _____ _____	_____ _____ _____
Starting Wage: _____ Ending Wage: _____ Reason for leaving: _____	Supervisor's Name: _____ Phone # for Company: _____	_____
.....		
3. _____ (from) _____ (to)	_____ _____ _____	_____ _____ _____
Starting Wage: _____ Ending Wage: _____ Reason for leaving: _____	Supervisor's Name: _____ Phone # for Company: _____	_____

REFERENCES

Give names of at least two persons, **other than** past employers, relatives, and those who will be submitting your letters of recommendation, who can attest to your qualifications and characteristics.

Name _____
Address _____
Phone _____
Name _____
Address _____
Phone _____

What is your cumulative grade point average? _____

When will you graduate from Aquinas? _____

Do you qualify for work-study of other financial aid requiring you to work as a part of the aid?
_____ Yes _____ No

If yes, what is the maximum number of hours you are allowed to work? _____

Have you ever been placed on academic probation? _____

Have you ever been placed on social/discipline probation? _____

If yes, explain the circumstances and disposition:

Academic schedule permitting, are you willing to work late nights, weekends, and school breaks? _____

If no, please indicate what hours you would be willing to work and why:

Are you willing to work as both a Campus Safety officer and dispatcher?

Please indicate the person(s), if any, that referred you to the job opening at the Department of Campus Safety:

1. _____

2. _____

Have you ever been convicted of any illegal offenses other than traffic violations?

_____ Yes _____ No

If yes, please complete below.

ARRESTS

Approximate Date

Nature of Arrest

1. _____

2. _____

(use back of page if necessary)

TRAFFIC VIOLATIONS

List all tickets received in the past 3 years:

(use back of page if necessary)

Explain why you would like to work for the Department of Campus Safety. In your discussion, take into account your personal interests, career goals, relationships with other students at the College, etc. Be thorough, but concise. Attach additional sheets if necessary.

Indicate any other information which you feel is pertinent to your background that is not included.

The information given in this application is true and accurate to the best of my knowledge. I understand that false statements on this application will disqualify me as a candidate or may result in my immediate termination if granted employment.

Signature

Date

**AQUINAS COLLEGE
DEPARTMENT OF CAMPUS SAFETY
CONSENT FORM FOR CRIMINAL HISTORY**

As a prospective employee of the Aquinas College Department of Campus Safety, you are required to submit to a background check of any prior convictions that may relate to your employment as a security professional. The information you provide below will be used as a part of the screening process.

Name:

Last	First	Middle
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Maiden name or names previously used:

Birth Date: _____	Race: _____	Gender: _____
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Social Security Number: _____

Driver's License Number: _____	State: _____
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I understand that the above information is required by the Central Records Division of the Michigan State Police, Lansing, Michigan. I authorize Aquinas College to utilize the above information for the sole purpose of obtaining a criminal history file search.

Signature	Date
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**REQUEST FOR MICHIGAN DRIVER RECORD INFORMATION
FOR AQUINAS COLLEGE APPROVED DRIVER LIST**

Part I - Complete exactly as it appears on your license

First Name	Middle Name	Last Name
Driver's License Number _____		
Date of Birth _____		
Street Address _____		
City _____	State _____	Zip _____
Local Address _____		
Student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No
Department or Organization you will be driving for: _____		

Part II

Waiver to drive a campus vehicle pending state record check applies to you if:

1. You have a valid **MICHIGAN** driver's license.
You have had no motor vehicle accidents or moving violations in the last
2. THREE YEARS.

If you meet the above two conditions and sign the statement below you can be included on the approved driver list immediately. We still need to obtain your driving record.

I, _____, have had no motor vehicle accidents or moving violations within the last three years.

Signature _____ Date _____

_____ Check here if this will be a one time only use of a campus vehicle.

If you have an out of state license you must provide a recent copy of your driving record or submit your state's fee in cash to CSO to acquire your record.

AQUINAS COLLEGE
STUDENT EMPLOYMENT CONFIDENTIALITY AGREEMENT
ACADEMIC YEAR 2009 TO 2010

As a student employee of Aquinas College I will have access to confidential information. Confidential information can include conversations, documents, contracts, computer files, staff meetings, presentations, e-mail or other forms of record keeping, observation and verbal or written communication.

By signing this agreement, I agree to not share or forward confidential information to any other person or organization that has not been previously approved by my supervisor.

This includes not sharing my computer system access, not providing my computer system passwords and not providing unapproved access to department areas, buildings or records.

Failure to comply with this confidentiality requirement can and may result in disciplinary action up to and including termination of employment or dismissal from the college.

Name : _____
(Please Print)

Signature _____ Date _____

Supervisor: _____
(Please Print)

Signature: _____ Date _____