



**GOVERNOR MOBILE
TACTICAL COMMAND, INC.**
Region IV
GovernorCommand.com

Application for Employment

The application process is as follows. An interview does not guarantee employment, nor are all applicants interviewed. Your application will remain active for 90 days. If you wish to apply for a different position, or be considered for a new position after 90 days have elapsed, please advise the Human Resource Department in writing of your intent.

If you are between the ages of 16 – 18, you must provide your birth certificate or driver's license. You must be at least 16 years of age to be employed at Governor Mobile Tactical Command, Inc.

All questions on this form must be answered in order to be considered for employment. If you feel you can not answer a question for personal reasons, please consult with the employment interviewer. If you need special accommodations, arrangements must be made through our Human Resource Department prior to an interview.

All employees who are applying will be subject to a back ground investigation and drug testing. If employed, random drug testing will occur through out the year. Note: there will be a two tier interview process prior to obtaining a position.

Anyone caught stealing will be prosecuted to the full extent of the law, all benefits will be terminated immediately and you will forfeit any profit sharing or bonuses due you. .

Identification: (Please print neatly in you own handwriting using black ink only)

Name: _____ Social Security Number: _____
 First Middle Last

Address: _____ Application Date: _____

City: _____, State: _____, Zip Code: _____ E-mail Address: _____

Telephone Residence: () _____ Daytime Phone Number () _____

Original documents will be required after a job offer is made, as noted on I-9 form of U.S. Department of Justice, Immigration and Naturalization Service. Are you legally authorized to work full or part time in the United States.

Have you ever worked under another name? If so, please provide names, dates and location used: _____

How did you learn about Governor Mobile Tactical Command, Inc. (Check all that Apply)

Another employee: Name: _____ Relationship: _____

Recruited. Where: _____ By whom: _____ Advertisement: _____

Applied before. Date: _____ Friend Internet Newspaper Walk -in Other: _____

Position Desired

List below the position(s) desired in order of preference:

1.} _____ 3.} _____ 5.} _____

2.} _____ 4.} _____ 6.} _____

Date available for employment: _____ Salary/Rate of pay expected: _____

Hours and Shift Desired

(Check all that apply) Normally, shift assignments are able to accommodate employee needs and desires. In an emergency it may be necessary to transfer you a shift other than your preferred shift. This is known as management rights.

Hours: Full-time Part-time On-call Temporary Commission

Shifts: Day Evening Night Week-ends Other _____

For office use only: First tier interview: _____

For office use only: Second tier interview: _____

Work History

(Please complete fully in your own handwriting). Incomplete application will not be accepted. Provide employment data for the prior 5 years or your 3 prior employers, whichever is greater. Explain all periods of unemployment. If you require a second page then please use a supplement form. A Curriculum Vita's or Résumé's should be attached to this application.

May we contact you present employer at this time Yes No

(References will be required before employment) If no, please explain:

Last name under which employed if different:

Present employer: _____ Salary _____

Address: _____ City: _____ State: _____ Zip Code: _____

Supervisor name: _____ Telephone Number: () _____

Position Held: _____ Dates: From: _____ to _____

Nature of duties: _____

Reason for leaving: _____

Work History

(Please complete fully in your own handwriting) Incomplete application will not be accepted. Provide employment data for the prior 5 years or your 3 prior employers, whichever is greater. Explain all periods of unemployment. If you require a second page then please use a supplement form or just attach your resume.

May we contact you present employer at this time [] Yes [] No

(References will be required before employment) If no, please explain:

_____.

Last name under which employed if different: _____

Present employer: _____ Salary: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Supervisor name: _____ Telephone Number: () _____

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Present employer: _____ Salary: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Supervisor name: _____ Telephone Number: () _____

Position Held: _____ Dates: From: _____ to _____

Nature of duties: _____

Reason for leaving: _____

List work Experience

Have you ever been laid off, terminated or asked to resign by an employer whether or not listed on this application?

Yes No If yes, provide information on employer, date, action and explanation (required)

Testing of all employees:

The following testing will be given to all employees;

There are five different hiring stages for Administrators and Executive Secretaries.

There are four different hiring stages for Directors and Department Secretaries.

There are three different hiring stages for Supervisors and Assistance

There are two different hiring stages for Employees Secretaries.

- A. A Writing skills assessment
- B. A Aptitude testing process
- C. A Honesty testing process
- D. All employees who officially receive a letter of intent to hire will be drug/alcohol tested prior to starting the second round hiring process. If the future applicant fails the initial drug test prior to attending the second hiring process that employee who failed the drug test will be withdrawn from further hiring. A letter of removal from the hiring process and an explanation will be given. All employees are random drug tested this will be done once every four months or three times a year (Drug-free environment)
- E. Drug testing will be given on all employees. The state of Tennessee give corporations the right for a drug-free workplace program
- F. Any employee who works in safety sensitive position will go through a three step hiring process

All employees have the right to explain or contest a positive drug result within 5 days. Employee may not be fired, disciplined or discriminated against for voluntarily seeking treatment unless employee has previously tested positive or been in rehabilitation program and has been tested positive.

Prior to drug testing all employees will be given a 60 day notice. The above fractions will take determine the scope of their job description. All employees will sign for their notice.

G.M.T.C., Inc., may test any applicant for drugs or alcohol as long as the management team in involved in the periodic random testing.

G.M.T.C., Inc., after the final approval from the Board of Directors may suspend, discipline, discharge or require treatment on the basis of a confirmed drug testing.

All personnel policies, standard operating procedures will be issued to the employee during their orientation break out programs. All employees will attend a 40 hour in-service training program prior to their assignment. Once in their position additional training hours will be added by their supervisors.

This work environment is employee – employer friendly. Suggestions, ideas and commitment on all our parts will bring our family together as a well oil machine.

Additional drug testing procedures;

- A. Medical D.O.T. exam for all commercial drivers with a CDL – Air Brake – B License or above
- B. All employees who drive our command vehicles or are assigned corporate fleet vehicles will go through a comprehensive road and driving skills test
- C. As part of a routine fitness for duty D.O.T. medical exam for all first responders and C.C.C. employees
- D. All employees will be subject to a drug/alcohol test after an accident that results in injuries or death
- E. As a follow up to a required rehabilitation program

Under the fair credit reporting act G.M.T.C., Inc., has the right to pull a Credit Check on all employees who deal with any type of money's collected from any of our programs. These employees will be bonded and insured.

I _____ understand that this prospective employer Governor's Mobile Tactical Command, Inc., will pull a soft credit check on myself prior to employment.

Your resume and proof of degrees, diplomas should corresponded with your job, work and educational history. Any applicant who falsely make statements about their past job or educational history and applies for a position and does not have the education or knowledge base for that position will be removed from the hiring process. All disqualified applicant will forfeit their letter of intent to hire.

Once a position is offered and all testing has been completed the prospective employee will be placed on a one year probationary period. Once the employee reaches his tenure additional benefits are added to the employees benefit package. Our employee assistant programs (E.A.P.) are available for all employees.