

Please mail completed Availability Sheet to:

**Client Protective Services, Inc.**  
**Human Resources**  
**P.O. Box 14605**  
**Newport News, Virginia 23608**

Thank you for your interest in becoming a part of our team!

Client Protective Services, Inc. provides security services to clients throughout the Commonwealth of Virginia. This form is used to determine if your availability fits the needs of our client's schedules.

Our staff will cross-reference your availability with our client's schedules on a daily basis.

If there is a match, you will be contacted with further information such as: location of post, pay rate for post, and scheduled hours.

If you accept, our staff will provide you with the necessary information to complete the application/hiring process.

You may also decline the post and remain on the availability list if you wish.

We will keep your information on file for 6 months.

After 6 months you will need to resubmit your availability if you wish to be considered for future posts.

Again, thank you for your interest, and we hope to see you on our team in the near future.

Minimum Qualifications for all Positions:

1. Must be at least 18 years of age.
2. High school diploma or GED.
3. No criminal convictions as specified by the DCJS.
4. Valid drivers license and clean driving record necessary for some sites/posts.
5. Ability to read, write, and speak English.
6. Ability to communicate effectively both orally and in writing for the purpose of public interaction and report writing.
7. Able to provide proof of eligibility to work in the United States.
8. Ability to perform essential functions of the position with or without reasonable accommodation.
9. Ability to conform to established procedures and to work in a paramilitary type atmosphere following proper chain of command.

Code of Virginia § 9.1-139. Licensing, certification, and registration required; qualifications; temporary licenses.

K. No person with a criminal conviction for a misdemeanor involving (i) moral turpitude, (ii) assault and battery, (iii) damage to real or personal property, (iv) controlled substances or imitation controlled substances as defined in Article 1 (§ 18.2-247 et seq.) of Chapter 7 of Title 18.2, (v) prohibited sexual behavior as described in Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2, or (vi) firearms, or any felony shall be (a) employed as a registered or certified employee by a private security services business or training school, or (b) issued a private security services registration, certification as an unarmed security officer, electronic security employee or technician's assistant, a private security services training school or instructor certification, compliance agent certification, or a private security services business license, except that, upon written request, the Director of the Department may waive such prohibition.

All Positions With Client Protective Services, Inc. Require:  
Complete Background Check & Drug Screening.

## Availability Sheet

Name (Last, First M.) : \_\_\_\_\_

Phone#: \_\_\_\_\_

Phone#: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please indicate your zip code \_\_\_\_\_ , and the distance that you are willing to travel \_\_\_\_\_ .

DCJS# (if applicable): \_\_\_\_\_

Position applying for: (if you do not have a DCJS#, please indicate Recruit) \_\_\_\_\_

Full Time \_\_\_\_\_

Part Time \_\_\_\_\_

Hours that you can work:

- Monday: \_\_\_\_\_
- Tuesday: \_\_\_\_\_
- Wednesday: \_\_\_\_\_
- Thursday: \_\_\_\_\_
- Friday: \_\_\_\_\_
- Saturday: \_\_\_\_\_
- Sunday: \_\_\_\_\_

Security Experience:

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Comments

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