



Dear Applicant

Thank you for your interest in a position with Midstate Security and Investigations. We are providing you this information so that you will better understand the position for which you are applying, as well as its minimum requirements. Step-by-step, we will describe herein the selection process and anything that you will be required to provide or submit to.

1. Review the attached Job Description to completely understand the duties, tasks and responsibilities of the position for which you are interested, as well as its minimum requirements. If you meet the requirements and wish to continue, move on to Step 2.
2. Complete the attached Application for Employment. It may be typed or legibly handwritten in black ink. It would be reasonable to assume that the way in which you complete your application may be taken into consideration. Therefore, be careful to follow directions and answer all questions completely. Your handwriting should be legible and neat. Your answers should be reasonably free of grammatical and spelling errors. Return your completed application to Midstate Security and Investigations. You must include copies of the following documents for a position of Security Officer or Private Investigator:
 - ✓ Driver's License
 - ✓ Birth Certificate
 - ✓ Social Security Card
 - ✓ High School Diploma or GED
 - ✓ Armed Forces Form DD214 (If you were ever in the military)
 - ✓ All licenses you currently possess that were issued by the Florida Department of Agriculture and Consumer Services – Division of Licensing
 - ✓ Authorization to Release Information
 - ✓ Acknowledgement form found with the Job Description indicating that you understand the duties, tasks and responsibilities of the position, that you meet the minimum requirements, and that you agree to any terms contained therein.
3. Your application will be reviewed to verify you meet the minimum requirements and that all required documents were included. You will receive confirmation that your application was received and informed of its status. If you are eliminated from further consideration at any time during the selection process, you will be notified.
4. Your application WILL be rejected if, (493.6118 F.S.):
 - You have been convicted of a felony in any state or of a crime against the United States, which is designated as a felony, or convicted of an offense in any other state, territory, or country punishable by imprisonment for a term exceeding 1 year. Unless and until Civil Rights have been restored and a period of 10 years has passed since final release from supervision. Proof of restoration must be submitted with this application.
 - You are currently serving a suspended sentence on a felony charge or on probation for a felony charge.
 - You have a history of being arrested for crimes of violence and/or found guilty of (or had adjudication withheld for) directly-related crimes. This includes, but not limited to: Trespassing, Burglary, Robbery, Forgery, Criminal Mischief, Theft, Assault, Battery, Stalking, Aggravated

Battery, Aggravated Assault, Sexual Battery, Kidnapping, Armed Robbery, Murder, Aggravated Stalking, and Resisting an Officer with Violence.

- You have demonstrated a lack of respect for the laws of this state and the nation.
- You have an outstanding bench warrant or capias.
- You are currently in a Pre-Trial Intervention or Deferred Prosecution Program.

You must provide complete information about your arrest(s) and include certified copies of court dispositions. A determination of your eligibility cannot be made until all documentation is received and a complete criminal history records check has been completed.

5. Additional considerations that could affect your qualification for employment with this agency:

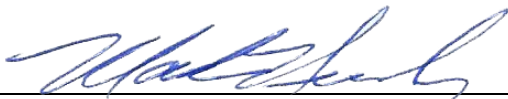
- If you have ever been adjudicated incapacitated (determined by the court to be incapable of taking care of yourself), you must provide a copy of the court document restoring your capacity.
- If you have ever been involuntarily placed in a treatment facility for the mentally ill under Chapter 394 F.S., or similar laws of another state, you must provide a copy of the court document restoring your competency.
- If you have ever been diagnosed with a mental illness, you must provide a statement from a psychologist or psychiatrist license in Florida attesting that you are not currently suffering from a mental illness that precludes you from performing the duties of an unarmed security officer.
- If you are currently abusing a controlled substance, you are not eligible for employment with MSI.
- If you have a history of controlled substance abuse, you must provide evidence of successful completion of a drug rehabilitation program and three letters of reference, one of which should be from your sponsor in the program.
- If you have a history of alcohol abuse, you must provide evidence of successful completion of an alcohol rehabilitation program and three letters of reference, one of which should be from your sponsor in the program.

6. If your application proceeds to the next phase, you will be notified of a date and time to report for an interview with the Chief of Security and Investigations. It is reasonable to assume that your promptness and appearance will be taken into consideration; so be sure to be on time and dressed appropriately.

7. If your application proceeds to the next phase, it will be assigned to an investigator who will conduct a thorough background investigation. The investigator will prepare a final report and present it to the Chief of Security and Investigations.

8. If the decision by the Chief is to employ you, you will be notified of a date and time to report to the Office of the Chief for new hire orientation.

I want to again thank you for your interest. If at any time you have questions about the process, please contact me at your convenience.



Mark Newby, Chief of Security and Investigations

ATTACHMENTS

- Authorization to Release Information
- Job Description