



Westfield State University
Department of Public Safety
Student Safety Assistant
Application For Employment

APPLICATION DUE: November 23, 2021.

General Requirements

- Applicants must have a cumulative GPA of 2.5 or above at the end of every semester. Exception for first semester students
- 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 their 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 two 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 2 references by dead line)

Mail to WSU Department of Public Safety 577 Western Ave. Westfield MA 001086 attention SSA Senior Supervisor or E-mail to studentsecurity@westfield.ma.edu with the subject of "**Recommendation**" **followed by your last name**

- Collegiate academic transcripts are available at Student Administrative Services located in the Horace Mann Center and On-Line)

Reference Forms

Please give 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.

You must return your complete application, references and academic transcripts to the Department of Public Safety before the aforementioned deadline. All applications will be reviewed and the most favorable applicants will invited for a personal interview.

If you have any questions, email studentsecurity@westfield.ma.edu and a Student Safety Assistant Supervisor will respond back to you.



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INFORMATIONAL BROCHURE

Applicants do not have to be Criminal Justice Majors; we encourage students from all majors to apply. The Student Safety Assistant Unit has hired applicants from every major discipline on campus. The following are some the benefits of being a Student Safety Assistant:

Criminal Justice Majors

- Real world experience in your major
- Work and train alongside sworn full-time University Police Officers and other 1st responder professionals.
- Learn Patrol Techniques, Communication Skills, Public Relations Leadership skills, etc.

All Majors

- Expand your liberal arts education by exploring another discipline hands-on
- Learn more about the university, campus 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 Safety Assistants, you will be 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



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

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 two people who have or will be recommending you.)

1. Name: _____ Phone: _____
2. 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 Safety Assistant?

2. Please discuss your time commitments and availability.

3. List any work experience or training that you possess that would be beneficial to the Student Safety Assistant 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 criminal background check , driving record and social media check upon an offer of conditional employment.

Signature

Date



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LETTER OF RECOMMENDATION

_____ is applying for the position of Student Safety Assistant with the Westfield State University Department of Public Safety Student Safety Assistant 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:

SSA Senior Supervisor
WSU Department of Public Safety
577 Western Ave.
Westfield, MA 01086

Thank you for your time and consideration.

Name: _____

Title: _____

Signature: _____

Date: _____



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