



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

## **APPLICATION DUE: Rolling Deadline**

### **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 deadline)

Mail to WSU Department of Public Safety 577 Western Ave. Westfield MA 01086 attention SSA Senior Supervisor or E-mail to [studentsecurity@westfield.ma.edu](mailto: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](mailto: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 1<sup>st</sup> 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:** \_\_\_\_\_



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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?

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2. Please discuss your time commitments and availability.

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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 the by signing this form, I consent to allowing a member of the Westfield State University Police department to conduct a background check, driving record check, social media check, to review my academic record and any college judicial records prior to any conditional offer of employment.

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Print

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Signature

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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.

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Name: \_\_\_\_\_

Title: \_\_\_\_\_



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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Thank you for your time and consideration.

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Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_