



Dear New Employee:

It is our pleasure to welcome you to the Unique Surveillance team as a Security Officer (On-Call).

We believe every employee plays a critical role in maintaining our reputation as the nation's most reliable and fastest growing security agency and so we look forward to the opportunity of working with you and seeing the results your enthusiasm and knowledge brings to Unique Surveillance.

As you come onboard, I want to emphasize that our deepest commitment is to our customers. At Unique Surveillance, we don't just say this. We live it. This is why we've succeeded as a business.

Following this letter you will find several important documents that we request you complete and send back to us.

#### Forms To Be Completed By Employee

- Employment Inquiry Release (background)
- W-9 Form (taxes)
- Direct Deposit Form
- Employee Emergency Contact Information
- Job Abandonment Policy Acknowledgement Form
- Rules & Regulations Acknowledgement Form

#### Documents Needed

- Driver's License
- Social Security Card
- Security License "D" or "G" (if applicable by State)

Please email [info@fastguardservice.com](mailto:info@fastguardservice.com) the completed forms and a copy of your applicable license(s).

Again, welcome to our team and best wishes for a successful career with Unique Surveillance.

Should you have any questions or concerns, please feel free to contact us at **305-748-8076**

Sincerely,

Fast Guard Service, LLC