



## Experienced Officer

### Checklist of Mandatory Application Documents

Surname: \_\_\_\_\_

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

Middle Name(s): \_\_\_\_\_

Current Police Service: \_\_\_\_\_

The following list of documents **must** be included with your application package. Applications received missing **any** of the documents indicated below will not be accepted. You will be required to re-submit the **entire** completed package. This checklist **must** be submitted with your application package as well. Please do not submit binders or folders or hard copy applications.

<input type="checkbox"/>	Completed Checklist of Mandatory Application Documents ( <i>this page</i> )
<input type="checkbox"/>	Cover Letter and Resume
<input type="checkbox"/>	Completed Experienced Officer Application Form
<input type="checkbox"/>	Copy of Emergency or Standard First Aid Certificate and CPR Level "C" Certificate
<input type="checkbox"/>	Ontario Police College Diploma or Equivalent (including marks)
<input type="checkbox"/>	Proof of Current Fitness Test (e.g. PIN)
<input type="checkbox"/>	Proof of successful completion of Four years of Ontario Secondary School Education or Equivalency (copies of diploma or transcripts required)
<input type="checkbox"/>	Proof of any Post-Secondary Education, Equivalency or Continuing Education (copies of diploma or transcripts required)
<input type="checkbox"/>	Copy of Police Course Certificates
<input type="checkbox"/>	Copy of Driver's Licence
<input type="checkbox"/>	Copy of Birth Certificate
<input type="checkbox"/>	Completed Authorization for Release of Information ( <i>the final four pages of this document</i> )



# APPLICATION

## Experienced Police Officer

- Important**
1. Carefully review and follow application instructions included in this application form.
  2. Please print clearly, complete fully and use additional paper if required.
  3. Forward completed application form along with all required documents, to the Sault Ste. Marie Police Service, 580 Second Line East, Sault Ste. Marie ON P6b 4K1, Attention: Uniform Recruitment, or email to [uniformrecruitment@ssmps.org](mailto:uniformrecruitment@ssmps.org).

### Personal Information

Last Name	Given Name (1)	Given Name (2)
Complete Address (including Number, Street, Apt. Number, Lot, Concession, Rural Route #)		
City or Town	Province	Postal Code
Phone Number		
Email Address		

### Education

<b>Secondary School Attended</b>	Highest Grade or Level Completed (If applicable, attach equivalency certificate)
Type of Certificate or Diploma Obtained	

<b>Business, Trade or Technical School Attended</b>	
Course Name	Length of Course
Licence, Certificate or Diploma Awarded	

<b>Community College Attended</b>	
Program Name	Length of Program
Licence, Certificate or Diploma Awarded	

<b>University Attended</b>			
Major Area of Study		Length of Program	
Degree Awarded		General	Honours

<b>Initial Police Officer Training</b>	Attended		
Location	from (mm/yr):		to (mm/yr):

<b>Other relevant Courses, Workshops, Seminars, Training etc.</b>

**Police Training**

(List all police related training you have received, beginning with the most recent course and continuing in reverse order. Attach separate sheet if required.)

Course Name	Year

**Designations / Qualifications**

(List any professional or personal designations, qualifications, licences or certificates you believe may be relevant to the position being applied for.)

<b>Designation / Qualification</b>	<b>Year</b>

**Computer Proficiency**

(List any experience with computer programs and/or technology relevant to the position being applied for. e.g. MS Word, Excel, PowerPoint, RMS, etc.)

<b>Program</b>	<b>Weak</b>	<b>Fair</b>	<b>Proficient</b>

**Language Proficiency**

<b>Language</b>	<b>Proficiency</b>	<b>Weak</b>	<b>Fair</b>	<b>Proficient</b>

## Employment History

Current / Most Recent Employer		
Telephone Number ( )	Date Employed : From	To
Complete Mailing Address (include Postal Code)		
Supervisor's Name and Title	Applicant's Position	
Brief Description of Duties		
Reason for Leaving		
<b>Previous Employer</b>		
Telephone Number ( )	Date Employed : From	To
Complete Mailing Address (include Postal Code)		
Supervisor's Name and Title	Applicant's Position	
Brief Description of Duties		
Reason for Leaving		
<b>Previous Employer</b>		
Telephone Number ( )	Date Employed : From	To
Complete Mailing Address (include Postal Code)		
Supervisor's Name and Title	Applicant's Position	
Brief Description of Duties		
Reason for Leaving		

## Community Involvement

(List all community involvement including civic organizations, athletics, clubs, volunteer positions, etc. Begin with your present or most recent experience and continue in reverse order, listing your experience with each organization. If you have held two or more positions with the same organization, list and describe each position separately. Attach separate sheet if required)

Organization		
Position Held	Membership Dates From(mm/yr)	To(mm/yr)
Brief description of activities		
Organization		
Position Held	Membership Dates From(mm/yr)	To(mm/yr)
Brief description of activities		
Organization		
Position Held	Membership Dates From(mm/yr)	To(mm/yr)
Brief description of activities		
Organization		
Position Held	Membership Dates From(mm/yr)	To(mm/yr)
Brief description of activities		

## Character References

(Provide three personal references, not related to you, who are competent to judge your character, qualifications and suitability for the position being applied for. These references will only be contacted in the event you advance to the background investigation stage of the selection process.)

Full Name	Years Known
Complete Mailing Address	Telephone Number

Full Name	Years Known
Complete Mailing Address	Telephone Number

Full Name	Years Known
Complete Mailing Address	Telephone Number

Have you ever applied to any other police service(s)	Yes	No
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If yes, complete the following

Name of Service	Date(s)	Is your application currently active?	
1.		Yes	No
2.		Yes	No
3.		Yes	No
4.		Yes	No

**Declaration: I hereby declare that the foregoing information is true and complete to the best of my knowledge. I understand that a false declaration may disqualify me from further consideration for employment or result in dismissal should I be appointed as a Police Constable. It is understood and accepted that I am involved in a competitive process and that I may be declined at any stage of the process.**

Applicant's Signature:	Date:
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Personal information obtained through the completion of this form is collected pursuant to section 43 of the Police Services Act for the purpose of assessing qualifications and suitability for employment as a police officer. Information collected may be disclosed for the purpose for which it was obtained or for a consistent purpose. Questions concerning collection or disclosure of this information should be addressed to:

Attention: Uniform Recruitment  
Sault Ste. Marie Police Service  
580 Second Line East  
Sault Ste. Marie ON P6B 4K1





## SAULT STE. MARIE POLICE SERVICE

# CONSENT AND RELEASE OF LIABILITY FORM

Last Name, First Name

**Please read the following form carefully.**

**The purposes of parts A and B** of this form are to authorize the Sault Ste. Marie Police Service and other individuals and entities noted below to **collect, to use** and **to disclose personal information** about you for the purpose of assessing your abilities to be an employee of the Sault Ste. Marie Police Service.

**The purpose of part C** of this form is **to release any of the individuals or entities named on this form from liability** that might arise as a result of the collection, use, or disclosure of your personal information in accordance with parts A and B.

### A. CONSENT/ASSESSMENT

**I hereby authorize** the Sault Ste. Marie Police Service to which I have submitted an application to be hired for employment, to request and obtain personal information about me as set out in Page 2 from any or all of the following individuals or entities:

- The Ontario Association of Chiefs of Police (“OACP”), which is licensed by the Ontario Government to operate the Constable Selection System, stores personal information belonging to police constable applicants in a secure electronic database, and uses this information to track demographic data and assessment results;
- The OACP Constable Selection System-licensed assessment firm “TNT” Inc, which provides assessment services on behalf of the OACP, and which collects assessment results as well as the personal information required for Constable Selection System registration;



## SAULT STE. MARIE POLICE SERVICE

- The Ontario Ministry of Solicitor General responsible for the Community Safety and Correctional Services, which is the licensor of the Constable Selection System, and which conducts research using personal information to support the validity and reliability of the Constable Selection System;
- The Ontario and National Sex Offender Registries;
- The Ontario Ministry of Transportation, which maintains driving records of Ontario residents;
- All Ontario police service or law enforcement agency, which may hold personal information about me;
- The Canadian Police Information Centre, which is owned by the RCMP, and which maintains a computerized system to provide law enforcement agencies with information on individuals with criminal records;
- The Office of the Independent Review Director, which is an independent civilian oversight agency that handles public complaints of police conduct in the province of Ontario, Canada;
- All health care practitioners (including without limitation, doctors, nurses, psychologists and their agents) who has provided me with health care treatment, either as part of this constable selection process or otherwise;
- All previous employers who may hold personal information about me;
- One or more consumer reporting agencies, which maintains credit or other personal information about a consumer;
- Any educational institution in which I have been, or am currently, enrolled and which has information about me, including my grade or performance results; and,

I irrevocably authorize the above-noted individuals or entities to collect personal information about me from sources other than myself and I consent to their using this information as they require and/or as is described above, and I consent to the disclosure of such personal information to the Sault Ste. Marie Police Service and to whom I have applied for employment.



## SAULT STE. MARIE POLICE SERVICE

**I further acknowledge** that any of the above-noted individuals or entities may disclose to the Sault Ste. Marie Police Service to which I have submitted an application any or all of the following records, including any parts of the following records:

- Academic records and transcripts;
- Employment records (Police Service and other), including performance evaluation / reviews, reference, discipline, complaint and attendance information;
- Police records and history of law involvement, including criminal and provincial reports and convictions, and intelligence information;
- Police service applications;
- Medical information;
- Information from background and security checks (including OIPRD, CPIC, NCIC, Interpol, Vulnerable checks, NICHE, CBSA, YCJA & YOA records etc.);

- Financial information, including credit bureau check;
- Driving record;
- Physical, psychological, visual, aptitude and other employment- related tests, including but not limited to MMPI-2 - questions, answers and scores, and the interview notes, summaries, opinions, assessments and evaluations of psychologists;
- Applicant survey information; and,
- Training record.
- Social networking websites, blogs, chatrooms, email or other online content.

### **B. CONSENT/RESEARCH**

I understand that personal information about me may be required occasionally for research purposes, and in particular for documenting findings and trends, and for reviewing the validity and reliability of the hiring process. I hereby consent to any of the personal information collected about me, pursuant to this form or at any point while I am being trained to be an employee of the Sault Ste. Marie Police Service, to be used and to be disclosed to a researcher or to the OACP/Ministry/TNT for these purposes. I understand that in providing this consent no personal information that identifies me shall ever be (unless by way of court order) published in a publication that is available to the general public.



## SAULT STE. MARIE POLICE SERVICE

### C. RELEASE OF LIABILITY

By signing this form, I understand, acknowledge and irrevocably agree that in consideration for applying to be an employee of the Sault Ste. Marie Police Service, I hereby release and forever discharge all of the individuals, entities, and classes of individuals and entities referred to on this form, and their agents, licensees, employees, directors, officers, and subcontractors, including but not limited to Her Majesty the Queen in Right of Ontario, Her Majesty the Queen in Right of Canada, the OACP, TNT and any Ontario police services board, and their respective agents, licensees, employees, directors, officers, and subcontractors, from any and all actions, causes of action, claims, demands, and remedies, for any and all damages, losses, injuries and expenses of any nature or kind howsoever arising, which hereafter may be sustained by me in connection with the collection, use, and disclosure of information about me in accordance with the consents provided by me in this form, and from the use or reliance upon information about me obtained in accordance with these consents.

And I further agree that this Release of Liability shall apply to and be binding on each of my heirs, administrators, executors, assigns.

I have read the pages of this Consent and Release of Liability Form, and by signing below, I certify that I understand its content, agree to its terms, and am at least eighteen (18) years of age.

\_\_\_\_\_  
Candidate's Name (Please Print)

\_\_\_\_\_  
Name of Witness (Please Print)

Date of Signatures

*Personal information obtained through the completion of this form for employment as a police officer is collected pursuant to section 43 of the Police Service Act 1990 for the purpose of assessing qualifications and suitability for employment as a police officer. Information collected may be disclosed for the purpose for which it was obtained or for a consistent purpose.*