

SPECIAL CONSTABLE

CHECKLIST OF MANDATORY APPLICATION DOCUMENTS

The following is a list of documents that **MUST** be included with your application package.

Applications received that have any documents missing or omitted will not be accepted for consideration.

Applicants will be required to re-submit their entire application package if it is not complete. This checklist **MUST** be submitted with your application package.

INITIAL	DOCUMENT TYPE
	COMPLETED CHECKLIST OF MANDATORY APPLICATION DOCUMENTS (THIS PAGE)
	COVER LETTER AND RESUME
	COMPLETED POLICE CONSTABLE APPLICATION FORM
	SIGNED AUTHORIZATION OF RELEASE OF INFORMATION
	COPY OF EMERGENCY OR STANDARD FIRST AID CERTIFICATE AND LEVEL "C" CERTIFICATE
	PROOF OF SUCCESSFUL COMPLETION OF FOUR-YEAR ONTARIO SECONDARY SCHOOL EDUCATION OR EQUIVALENCY (COPIES OF DIPLOMAS OR TRANSCRIPTS REQUIRED)
	PROOF OF ANY POST SECONDARY EDUCATION OR EQUIVALENCY (COPIES OF DIPLOMAS OR TRANSCRIPTS REQUIRED)
	COPY OF DRIVER'S LICENCE

Completed application packages must be sent to human_resources@timmins.ca.



Police Officer Application Form

IMPORTANT:

This application package is to be submitted with the Police Service you choose to apply to. Please verify if Police Services require you to complete this form. Many Police Services utilize their own individual form.

Section 1. Personal Information

Last Name	Given Name	Middle Name
Complete Address (including Number, Street, Apt. Number, Lot, Concessions, Rural Route #)		
City or Town	Province	Postal Code
Business or Day Phone Number:	Cell Phone Number:	
Home or Evening Phone Number:	E-Mail Address:	
	Yes	No
Are you at least 18 years of age?	<input type="checkbox"/>	<input type="checkbox"/>
Are you legally eligible to work in Canada?		
Are you a Canadian citizen or a permanent resident of Canada?		
Do you possess a valid driver's license that permits you to drive an automobile in Ontario with full driving privileges and do you have six or fewer demerit points?		
Have you ever been convicted of any criminal offence under a federal statute for which a pardon has not been granted or issued? (This means any fine, period of imprisonment, or period of probation offered by the court)		
If you were previously convicted under a federal statute (this does not involve a finding of guilt under the YCJA or the YOA, or a finding of delinquency under the JDA), have you been granted or issued a pardon? If yes, please provide details of the circumstance:		
or in the event of a discharge relating to a finding of guilt (this does not involve a finding of guilt under the YCJA or the YOA, or a finding of delinquency under the JDA), have the records been sealed by the R.C.M.P.?		
Will you possess a valid CPR and First Aid Certificate by the time a job offer is given?		

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Section 2. Education

Secondary School Attended		Highest Grade or Level Completed (If applicable, attach equivalency certificate)	
Type of Certificate or Diploma Obtained			
Business, Trade or Technical School Attended			
Course Name		Dates and number of years attended	
Specify License, Certificate or Diploma Awarded			
Community College Attended			
Program Name		Dates and number of years attended	
Specify License, Certificate or Diploma Awarded			
University Attended			
Specify Major Area of Study		Dates and number of years attended	
Degree Awarded		General	Honors
Other relevant Courses, Workshops, Seminars, Training, Licenses, Certificates or Degrees			





Section 3. Employment History

- Note:**
1. Beginning with your present or previous employer and continuing in reverse time order, list and describe every position you have held since the beginning of your work experience. If you have held two or more positions with the same employer, list and describe each position separately. Include military, part-time and summer employment. **(Please attach additional sheets as required)**
 2. Is your current employer(s) aware you are seeking employment? Please be advised they may be contacted at a further point in the selection process.

Present or Previous Employer		
Telephone Number	Date of Employment: From _____ To _____	
Complete Mailing Address (include Postal Code)		
Supervisor's Name and Title	Your Position Title	
Brief Description of Duties		
Reason for Leaving		
Present or Previous Employer		
Telephone Number	Date of Employment: From _____ To _____	
Complete Mailing Address (include Postal Code)		
Supervisor's Name and Title	Your Position Title	
Brief Description of Duties		
Reason for Leaving		
Present or Previous Employer		
Telephone Number	Date of Employment: From _____ To _____	
Complete Mailing Address (include Postal Code)		
Supervisor's Name and Title	Your Position Title	
Brief Description of Duties		
Reason for Leaving		



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Section 4. List any qualifications you have which you believe are relevant to this position:

List Qualifications here:

Have you ever applied to any other police service(s)	Yes	No
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If yes, complete the following:		
Name of Service(s)	Date(s)	Is your application currently active?
1.		Yes No
2.		Yes No
3.		Yes No
4.		Yes No
5.		Yes No
6.		Yes No
7.		Yes No
8.		Yes No

Did any member of the Timmins Police Service refer you to our application process? Yes No

If yes, what is the name of the member (Note: you can only provide one name) ?

Declaration: I hereby declare that the foregoing information is true and complete to the best of my knowledge. I understand that a false statement or omission may disqualify me from further consideration for employment or result in dismissal should I be appointed as a police constable / cadet. 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.

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:

TNT Justice Consultants
 10 Milner Business Court, 3rd Floor
 Toronto, ON M1B 3C6
 Tel: 647-777-8313
 Email: Support@oacpcertificate.ca

Applicant's Signature:	Date:
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CONSTABLE SELECTION SYSTEM

CONSENT AND RELEASE OF LIABILITY FORM

Last Name, First Name (Please Print)	(date of birth: year, month, day)			

Please read the following form carefully.

The purposes of parts A and B of this form are to authorize police services 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 a police constable under the Ontario Constable Selection System, and for related research, information and statistical tracking.

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 any police service in Ontario to which I have submitted an application to be hired as a constable, and that is a licensed member of the Constable Selection System, 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;



CONSTABLE SELECTION SYSTEM

- 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;
- 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 a police service that is licensed member of the Constable Selection System and to whom I have applied for employment as a police officer.



CONSTABLE SELECTION SYSTEM

I further acknowledge that any of the above-noted individuals or entities may disclose to the requesting police service to which I have submitted an application any or all of the following records, including any parts of the following records:

- | | |
|--|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Academic records and transcripts;<input type="checkbox"/> Employment records (Police Service and other), including performance evaluation / reviews, reference, discipline, complaint and attendance information;<input type="checkbox"/> Police records and history of law involvement, including criminal and provincial reports and convictions, and intelligence information;<input type="checkbox"/> Police service applications;<input type="checkbox"/> Medical information;<input type="checkbox"/> Information from background and security checks (including CPIC, NCIC, Interpol, Vulnerable checks, NICHE, CBSA, YCJA & YOA records etc.); | <ul style="list-style-type: none"><input type="checkbox"/> Financial information, including credit bureau check;<input type="checkbox"/> Driving record;<input type="checkbox"/> 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;<input type="checkbox"/> Applicant survey information; and,<input type="checkbox"/> Training record.<input type="checkbox"/> Social networking websites, blogs, chatrooms, email or other online content. |
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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 Constable Selection System. 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 a constable, 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.



CONSTABLE SELECTION SYSTEM

C. RELEASE OF LIABILITY

By signing this form, I understand, acknowledge and irrevocably agree that in consideration for applying to be a constable pursuant to this Constable Selection System, 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 both 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)

Candidate's Signature

Signature of Witness

Date of Signatures: _____

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