

# POLICE CONSTABLE

## Checklist of Mandatory Application Documents

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

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

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

The following list of documents **must** be included with your application package in chronological order. Applications received missing **any** of the documents indicated below will not be accepted – you will receive an email requesting you resubmit your **entire** completed package. This checklist **must** be submitted with your application package as well. **Please do not submit binders or folders with hard copy applications.**

Initial the boxes when you have included the documents with your application package.

<input type="checkbox"/>	Completed Checklist of Mandatory Application Documents
<input type="checkbox"/>	Cover Letter
<input type="checkbox"/>	Resume
<input type="checkbox"/>	Comprehensive list of all volunteer work/community service completed during the past five years. (Include name of volunteer organization (phone number & address), scope of duties, years of service, contact information of supervisor)
<input type="checkbox"/>	Completed Police Constable Application Form (handwritten in black ink or typed with electronic signature)
<input type="checkbox"/>	Photocopy of Ontario Association of Chiefs of Police Certificate of Results and any updates, if applicable. <i>*Your O.A.C.P. certificate must remain valid throughout the Constable Selection Process</i>
<input type="checkbox"/>	Photocopy of Standard First Aid Certificate and CPR Level "C" Certificate. <i>*These certifications must remain valid throughout the Constable Selection Process</i>
<input type="checkbox"/>	Proof of successful completion of four years of Ontario Secondary School Education or equivalency (copies of diploma and transcripts required). <i>*If you do not have your high school diploma and it cannot be replaced, correspondence on formal letterhead from either your School Board or High School indicating your name, dates attended and diploma awarded is required in <b>addition</b> to your transcript.</i>
<input type="checkbox"/>	Proof of successful completion of Canadian Post-Secondary Education or equivalency (copies of diploma and transcripts required from any post-secondary institution you attended, whether you completed your course of study or not, if applicable) <i>*If degree/diploma is pending, please indicate anticipated date of receipt.</i> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span>
<input type="checkbox"/>	Completed Authorization for Release of Information (handwritten in black ink or typed with electronic signature)
<input type="checkbox"/>	Confidential Applicant Survey Form (handwritten in black ink or typed with electronic signature)

**APPLICATION  
Position of Constable / Cadet**

**Important**

1. Carefully review and follow application instructions issued with this application form.
2. Please print clearly, complete fully, and use additional paper if space is insufficient.

**I. Personal Information**

Last Name	Given Name (1)	Given Name (2)	3rd, 6th & 9th digits of SIN #	
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:		
Are you at least 18 years of age?			Yes	No
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?				

**II. 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		Dates and number of years attended	
Specify License, Certificate or Diploma Awarded			
<b>Community College Attended</b>			
Program Name		Dates and number of years attended	
Specify License, Certificate or Diploma Awarded			
<b>University Attended</b>			
Specify Major Area of Study		Dates and number of years attended	
Degree Awarded		General	Honors
<b>Other relevant Courses, Workshops, Seminars, Training, Licenses, Certificates or Degrees</b>			

### III. 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	

**III. Employment History (print and complete additional pages if required)**

- 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	

**IV. List any qualifications you have which you believe are relevant to this position:**

Have you ever applied to any other police service(s)		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, complete the following:		
Name of Service(s)	Date(s)	Is your application currently active?
1.		Yes <input type="checkbox"/> No <input type="checkbox"/>
2.		Yes <input type="checkbox"/> No <input type="checkbox"/>
3.		Yes <input type="checkbox"/> No <input type="checkbox"/>
4.		Yes <input type="checkbox"/> No <input type="checkbox"/>
5.		Yes <input type="checkbox"/> No <input type="checkbox"/>
6.		Yes <input type="checkbox"/> No <input type="checkbox"/>
7.		Yes <input type="checkbox"/> No <input type="checkbox"/>
8.		Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>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.</b></p> <p>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:</p> <p>OACP CSS Administrator, C/O ATS Inc.            540 Clarke Road, Unit 14            London, ON N5V 2C7            Tel: 1-800-513-9652            Email: cssadmin@oacp.ca</p>		
Applicant's Signature:		Date:

**Police Constable Selection**  
**APPLICANT SURVEY FORM**  
**CONFIDENTIAL**

**PLEASE PRINT:**

**First Name:** \_\_\_\_\_ **3rd, 6th & 9th digits of SIN #**

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**Last Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **FOR OFFICE USE ONLY**  
**Assigned No.** \_\_\_\_\_

It is necessary to continually collect data to evaluate the **OACP Constable Selection System** for fairness and effectiveness. This type of data collection is a normal part of Selection System development and evaluation. The information in this survey is being gathered in accordance with the Police Services Act, Section 3. **Completion of this form is voluntary, and all information provided will be kept confidential.**

**The information you provide on this form will not be used to assess your suitability for the position of constable.**

When you have completed this form, please **enclose it with your Applicant Registration Form** and return both forms to the assessing police service or to the OACP-licensed assessment firm. Please remember to include your name in the space provided.

**Please note:** In order for our records to be complete, please insert your name and return this survey, *whether or not* you have chosen to complete it.

If you have inquiries about this survey, please contact the assessing police service or the OACP-licensed assessment firm.

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Please read each of the following questions carefully, and check the responses which apply to you. Mark answers with a check-mark. **Information which may assist you in responding to this survey is contained on pages 3 and 4.**

**1. Please indicate your sex (tick box) and age (in years):**

[ ] Male [ ] Female [ ] Age

**2. Please indicate (tick box) the highest level of education you have achieved:**

- High school diploma (or equivalency)
- 2-year college diploma
- 3-year college diploma
- Bachelor's degree (e.g., B. A., B. Sc., B. Ed., B.S.W., etc.)
- Master's degree (e.g., M.A., M. Sc., M. Ed., M.S.W., etc.)
- Doctoral degree/ professional designation (Ph.D., Ed. D., M.D., P. Eng., LL.B., C.A., etc.)

**3. Did you complete Police Foundations Training?**

Yes. Go to Question 4.  No. Go to Question 5.

**4. At what institution did you take Police Foundations Training (tick box and specify name of institution)?**

- Community college. Specify \_\_\_\_\_
- Private college Specify \_\_\_\_\_
- University Specify \_\_\_\_\_
- Other Specify \_\_\_\_\_

**5. Which one of the following do you consider yourself to be:**

- Aboriginal (e.g., a member of the First Nations, Inuit or Metis people).
- White (e.g., Caucasian: British, French, East or West European, Russian, Ukrainian, Mediterranean).
- Racial Minority (Racial minority status is based on race or skin colour, not place of birth or nationality; see below for a list of categories which belong to "Racial Minority").

**6. If you consider yourself a member of a racial minority, indicate which one of the following best describes your race or colour, regardless of your place of birth:**

- |  |   |
|--|---|
| <input type="checkbox"/> Black   | <input type="checkbox"/> Chinese                                      |
| <input type="checkbox"/> Filipino  | <input type="checkbox"/> Japanese                                     |
| <input type="checkbox"/> Korean  | <input type="checkbox"/> Oceanic                                      |
| <input type="checkbox"/> Other South East Asian  | <input type="checkbox"/> South Asian (Indo Pakistani)                 |
| <input type="checkbox"/> Visible Minority Central or South American                              | <input type="checkbox"/> Visible Minority West Asian or North African |
| <input type="checkbox"/> Person of mixed race or colour<br>(including at least one of the above) | <input type="checkbox"/> Other _____                                  |

**7. Do you consider yourself to be a person with a disability?**

*"Person with a disability" means a person with a permanent physical, mental or medical condition that limits the kind or amount of activities of daily living the person can do, and the kind or amount of work the person can do."*

- Yes - Proceed to Question 8
- No - Proceed to Question 9

**8. Do you feel that your disability will require some form of job accommodation?**

- Yes
- No

If you have answered "yes" to the above, the assessing police service or OACP-licensed assessment firm will assess your needs in consultation with you.

**9. To assist with future recruitment activities please indicate how you heard about the constable opportunities:**

- Newspaper (Please indicate which) \_\_\_\_\_
- Posting \_\_\_\_\_
- Recruiting Presentation (Specify location) \_\_\_\_\_
- Community Contact/Agency \_\_\_\_\_
- School/College/University Guidance \_\_\_\_\_
- Other (Specify) \_\_\_\_\_

**10. What attracted you to apply?**

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## **ADDITIONAL INFORMATION**

### **Aboriginal Person**

Other terms that are widely used to describe aboriginal people include: North American Indian, Native People or Amerindian.

Aboriginal persons include people living on and off reserves plus Status, Non-Status, and Treaty Indians.

Aboriginals from Latin America, and East Indians should mark themselves as a racial minority.

### **Racial Minority Status**

Racial minority status is based on race or colour, not nationality. Therefore, there are many persons who were born in Canada or who are Canadian citizens who would consider themselves to be a visible minority because of their race or colour.

The listing of racial minorities is for guidance only. While some categories refer to both nationality and racial origin, it is racial origin, not nationality that should guide you. For example, if you are of Chinese origin but were born in South America, you would select "Chinese".

### **Racial Minority Groups**

<b><u>Black:</u></b>	includes Canadian, African, American, West Indian and South American Black.
<b><u>Oceanic:</u></b>	includes Polynesian, Micronesian, Melanesian and Fijian.
<b><u>Other South East Asian:</u></b>	includes Burmese, Cambodian, Laotian, Thai and Vietnamese.
<b><u>South Asian (Indo-Pakistani):</u></b>	includes Bengali, Gujarati, Punjabi, Tamil, East Indian (including those born in the Caribbean or East Africa), Bangladeshi, Sinhalese and Sri Lankan.
<b><u>Visible Minority Central or South American:</u></b>	includes those from Central or South America who do not select one of the other racial minority groups.
<b><u>Visible Minority West Asian and North African:</u></b>	includes visible minorities who are Lebanese, Egyptian, Palestinian, Syrian, Iranian, Turk, Armenian, North African and Mauritian.

## **Disability**

The examples below provide a guide to the different types of disabilities which may limit a person in the kind of activities of daily living they can do and the kind or amount of work they can do.

### **Visual/Sight Impairment:**

blindness or other serious impairment which is not readily subject to correction through glasses or contact lenses and requires job accommodation.

### **Hearing Impairment:**

deafness or serious hearing loss which is not readily subject to correction through a hearing aid.

### **Mobility/Dexterity Impairment:**

due to any cause including paralysis, amputation or disease, and requiring the use of a wheelchair or other device, or which seriously limits your ability to walk or manipulate objects.

### **Speech Impairment:**

limited in the ability to speak and be understood from causes such as muteness.

### **Learning Impairment:**

includes dyslexia and other learning disabilities due to development impairments or brain injury.

### **Emotional or Psychiatric Impairment:**

includes serious psychiatric disorders such as manic or chronic depression, schizophrenia or any other serious disorders.

### **Other Impairments:**

epilepsy, diabetes and other permanent medical conditions, only if you consider that your opportunities for employment or progression are limited or affected by your condition.

**ONTARIO CONSTABLE SELECTION SYSTEM  
Consent and Release of Liability Form**



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Last Name (Please Print)

3<sup>rd</sup>, 6<sup>th</sup> & 9<sup>th</sup> digits of SIN

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, 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;
- the Ontario Ministry of 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;
- any 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;
- any health care practitioner (including doctors, nurses, psychologists and their agents) who has provided me with health care treatment, either as part of this constable selection process or otherwise;
- any previous employer who may hold personal information about me;
- any consumer reporting agency, 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;
- any volunteer organization who may hold personal information about me; and

I 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 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.

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:

- ✓ academic records and transcripts;
- ✓ employment or volunteer 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 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;
- ✓ training record; and
- ✓ 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 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/ATS for these purposes. I understand that in providing this consent no personal information that identifies me shall ever be published in a publication that is available to the general public.

## C. RELEASE OF LIABILITY

By signing this form, I 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, the OACP, 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 my heirs, administrators, executors, and assigns and each of them.

**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

Personal information obtained through the completion of this form is collected pursuant to section 43 of the Police Service 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:

OACP CSS Administrator, C/O ATS Inc.  
540 Clarke Road, Unit 14  
London, ON N5V 2C7  
Tel: 1-800-513-9652  
Email: [cssadmin@oacp.ca](mailto:cssadmin@oacp.ca)