



WATERLOO REGIONAL POLICE SERVICE
HUMAN RESOURCES DIRECTOR
 P.O. Box 3070
 200 Maple Grove Road, Cambridge, Ontario N3H 5M1
 Phone: 519-653-7700 or 519-570-3000
 FAX: 519-650-8587

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

Personal information relating to the recruitment and selection process is collected under the authority of the Police Services Act and will be used to determine suitability for employment or as a volunteer. Information is subject to verification and confirmation with corresponding documents at any time. Continuation in the selection process is dependant upon receipt of various documents at different stages. Questions about this collection of personal information should be directed to the Human Resources Director at extension 8879.

Please **PRINT** clearly and answer **ALL** questions fully.
 Incomplete applications may not be considered.

<p>POSITION APPLIED FOR:</p> <p><input type="checkbox"/> Civilian Job Title: _____</p> <p style="margin-left: 20px;"> • Permanent Yes <input type="checkbox"/> • Temporary Yes <input type="checkbox"/> </p> <p><input type="checkbox"/> Constable</p>	<p>POSITION CODE NO. _____</p> <p>Volunteer:</p> <p><input type="checkbox"/> • Regular Auxiliary Unit <input type="checkbox"/> • Police Band <input type="checkbox"/> • Police Chorus</p> <p><input type="checkbox"/> • Other: _____</p> <p><input type="checkbox"/> • Interpreter: _____ Fluent Languages _____ (written, spoken)</p>
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PERSONAL DATA:		
Last Name	Given Name	Middle Name
Address	Apt. No.	Home Phone No.
City	Province	Postal Code
E-mail Address		Business Phone No.
E-mail Address		Cell Phone No.
Are you legally eligible to work in Canada? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you ever been convicted of a criminal offence under a Federal Statute for which a pardon has not been granted? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If Yes, give details: _____		

THIS APPLICATION FORM HAS BEEN REVIEWED BY THE ONTARIO HUMAN RIGHTS COMMISSION.

Are you 18 years of age or older? Yes No

Are you willing to work shift work as required by the position?
(Consult job description for work hour requirements) Yes No

Have you applied here previously? Yes No

If yes, When: _____ (Month/Year) What Position(s) _____

Have you worked here previously? Yes No

If yes, When: _____ (Month/Year to Month/Year) What Position(s) _____

EDUCATION:

Have you obtained a high school diploma? Yes No College diploma? Yes No University diploma? Yes No

Major subjects: _____

Institutions attended: _____

List below any details which you feel might help us to further evaluate your application, including special skills, hobbies, certificates, diplomas or degrees, memberships in professional associations, computer skills, computer software skills, any languages fluently spoken and written and skills acquired through offices held in community organizations. List specific skills as per position requirements (if more space required, attach additional pages).

Have you ever written the General Aptitude Test Battery (GATB) or the Police Analytical Thinking Inventory (PATI)? Yes No

If Yes, When: _____ (Month/Year) Agency administering test? _____

When: _____ (Month/Year) Agency administering test? _____

When: _____ (Month/Year) Agency administering test? _____

SKILLS (to be completed by Constable and Special Constable Applicants ONLY, attach photocopy of certificates)

First Aid Certificate Yes No Issue Date: _____

C.P.R. Certificate Yes No Issue Date: _____

EMPLOYMENT HISTORY: List ALL previous employers, attach additional pages if required.
(Persons applying for Volunteer position(s) are not required to reveal salary)

Your present or last work	Briefly describe your duties
Employer _____ Address _____ Phone No. _____ Present/Last Salary _____ Job Title _____ Employed From: _____ To: _____ Supervisor _____ His/Her Title _____ Reason for Leaving _____	

Your Work Before That	Briefly describe your duties
Employer _____ Address _____ Phone No. _____ Present/Last Salary _____ Job Title _____ Employed From: _____ To: _____ Supervisor _____ His/Her Title _____ Reason for Leaving _____	

Your Work Before That	Briefly describe your duties
Employer _____ Address _____ Phone No. _____ Present/Last Salary _____ Job Title _____ Employed From: _____ To: _____ Supervisor _____ His/Her Title _____ Reason for Leaving _____	

If now employed, **may we contact** your present employer?

Yes

No

EMPLOYMENT HISTORY: List ALL previous employers, attach additional pages if required.

(Persons applying for Volunteer position(s) are not required to reveal salary)

Your present or last work	Briefly describe your duties
Employer _____ Address _____ Phone No. _____ Present/Last Salary _____ Job Title _____ Employed From: _____ To: _____ Supervisor _____ His/Her Title _____ Reason for Leaving _____	
Your Work Before That	Briefly describe your duties
Employer _____ Address _____ Phone No. _____ Present/Last Salary _____ Job Title _____ Employed From: _____ To: _____ Supervisor _____ His/Her Title _____ Reason for Leaving _____	
Your Work Before That	Briefly describe your duties
Employer _____ Address _____ Phone No. _____ Present/Last Salary _____ Job Title _____ Employed From: _____ To: _____ Supervisor _____ His/Her Title _____ Reason for Leaving _____	

If now employed, **may we contact** your present employer?

Yes

No

CHARACTER REFERENCES: List three (3) people whom we may personally contact or write for a character reference.

(Do not list Relatives, Former Employers, Priests, Pastors, Ministers of Religion, or Political Leaders)

Name	Home Phone Number
Address	Business Phone Number
	Years Known
Name	Home Phone Number
Address	Business Phone Number
	Years Known
Name	Home Phone Number
Address	Business Phone Number
	Years Known

APPLICANT — PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

I confirm that the information is true and correct to the best of my knowledge. I authorize the WATERLOO REGIONAL POLICE SERVICE to collect personal information concerning myself including academic records/background, pre-employment testing results and assessments, aptitude test(s) results, work history including references and disciplinary records, medical assessments, financial records, character statements, criminal record data, negative police contacts, R.C.M.P. criminal record data relating to charge and/or convictions for any criminal offences or convictions and granted pardons for any sexual offences and non-pardoned criminal records from sources other than myself, I understand the Police Service will require me to perform job related academic, aptitude, attitude and physical testing and after a written offer of employment to undergo job related medical tests.

I further authorize the release of this information to the WATERLOO REGIONAL POLICE SERVICE by the person(s) or organization(s) who possess it. Furthermore, I hereby absolve and save harmless the WATERLOO REGIONAL POLICE SERVICE and all its individual employees from all liability, causes of action, or damages resulting from the release of any or all such information. I agree to comply with all WATERLOO REGIONAL POLICE SERVICE directives, Rules and regulations, safety procedures, the Ontario Police Services Act and such other Terms and Conditions of employment as may be instituted or revised by the WATERLOO REGIONAL POLICE SERVICE from time to time. I also agree that continuing employment is conditional upon the satisfactory completion of a probationary period, and I agree that I must enroll in such benefit and Pension Plans, Waterloo Regional Police Association etc. as may be obligatory for paid WATERLOO REGIONAL POLICE SERVICE EMPLOYEES.

REFERENCES:

For employment and/or character references, I, _____ (Print Name) authorize the WATERLOO REGIONAL POLICE SERVICE to contact and collect information concerning my job performance and character from employers/supervisors and persons named herein. The persons named herein may have concerning my suitability for the position applied for to the Waterloo Regional Police Service, and I do release such individual from any and all liability by reason of furnishing such information.

I agree and understand that any misrepresentation of facts shall constitute just cause for the termination of my employment and/or association with the WATERLOO REGIONAL POLICE SERVICE, at any time.

Furthermore, I agree and understand the information obtained through background investigation checks concerning job performance and character references from employers, supervisors, and those named herein is a confidential process. Information obtained through background investigation will not be available to me or my representative.

Dated _____

Applicant's Signature _____



WAIVER FOR COLLECTION OF PERSONAL INFORMATION

I, _____ authorize the Waterloo Regional Police Service to collect
(Print Name In Full)

personal information from sources to whom the signed original or a photocopy of this waiver is furnished concerning my academic background, pre-employment testing results and assessments, aptitude test(s) results, work history including references and disciplinary records, medical assessments, financial records, character statements, criminal record data and negative police contacts.

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been charged and/or convicted of any criminal offences or convicted and granted a pardon for any of the sexual offences that are listed in the schedule of the *Criminal Records Act*. I understand if I am the person named in a criminal record for one of the sexual offences listed in the schedule to the *Criminal Records Act* in respect of which a pardon was granted or issued, such record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police service or other authorized body. That police service or authorized body will then disclose that information to me.

I further authorize the release of this information to the Waterloo Regional Police Service by the person(s) or organization(s) who possess it.

Signature

Witness

Address

City Province Postal Code

Date

- The personal information listed in this waiver is being collected under the authority of the Police Services Act for the purpose of assessing your suitability for employment. Questions about this collection should be directed to:

Human Resources Branch
Waterloo Regional Police Service
200 Maple Grove Road
Cambridge, Ontario
N3H 5M1
(519) 653-7700, extension # 8879

The position you have applied for may require written testing as part of the selection process. Contact the recruiter for specific testing information.

If you have a condition or disability that could adversely affect your performance in participating in our testing, it is your responsibility to inform the Waterloo Regional Police Service Human Resources Branch at your earliest convenience **PRIOR TO ATTENDING the scheduled testing.**

PLEASE SUBMIT A RESUME WITH THIS APPLICATION.



WATERLOO REGIONAL POLICE SERVICE
HUMAN RESOURCES BRANCH
 P.O. Box 3070
 Cambridge, Ontario
 N3H 5M1

HUMAN RESOURCE APPLICANT SURVEY

The completion and return of the Applicant Survey is voluntary.

The Human Resources Department requests your assistance by completing the following survey. Please indicate your answers to the following questions and return the survey to the Waterloo Regional Police Service.

How did you learn about the position applied for?			
1.	“Word-of-mouth”: If Yes, through which means: <input type="checkbox"/> (a) A Member of the Police Service	Yes <input type="checkbox"/> <input type="checkbox"/> (b) A Friend	No <input type="checkbox"/>
2.	Newspaper Advertisement: If Yes, through which one: <input type="checkbox"/> (a) K-W Record <input type="checkbox"/> (c) _____	Yes <input type="checkbox"/> <input type="checkbox"/> (b) Cambridge Reporter <input type="checkbox"/> (d) _____	No <input type="checkbox"/>
3.	At a Multicultural Center: If Yes, through which one: <input type="checkbox"/> (a) K-W Multicultural Center	Yes <input type="checkbox"/> <input type="checkbox"/> (b) Cambridge Multicultural Center	No <input type="checkbox"/>
4.	Through the Canada Employment Center:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	From a representative of a Resources Center:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	By contacting the Waterloo Regional Police Service Human Resources Department:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	Saw Promotional Recruiting Ad	Yes <input type="checkbox"/> Type: _____	No <input type="checkbox"/>
8.	Visited Website:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Have You Ever Applied to any Other Police Service(s)?

No

Yes - Complete the following

Name of Service	Date(s) Applied	Is your application currently active?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

If your application is no longer active, give reasons why:

Candidate's Signature: _____ Date: _____