



WATERLOO REGIONAL POLICE SERVICE

Human Resources Branch
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Constable Application Process

The Waterloo Regional Police Service (WRPS) is currently accepting applications for the position of Constable. You are required to obtain an "O.A.C.P. Constable Selection System Certificate of Results" PRIOR to submitting your application. For further information, call *Applicant Testing Services Inc.* at 1-800-429-7728, or visit their website at www.applicanttesting.com.

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE COMPLETING YOUR APPLICATION.

A. BASIC REQUIREMENTS:

- i) Must be at least **18 years** of age at the time of application.
- ii) Must be a **Canadian Citizen** or have permanent residency status (i.e. legally able to work in Canada).
- iii) Must have *completed* the requirements for an **Ontario Secondary School Diploma**, or its equivalent as determined by the Ontario Ministry of Education. If you have been educated outside of Ontario, inquire about the educational equivalency information sheet.
- iv) Must have a valid Ontario full **class "G" Driver's License**, with no more than six (6) demerit points.
- v) Must have current certificates at time of hire in:
First Aid – Standard Level
CPR – Basic Rescuer Level C
- vi) Must meet **vision and medical standards** (see Medical Requirements and Examinations section).
- vii) Must be willing to work **shift work**.
- viii) Must be of **good moral character and habit**.

B. TESTING REQUIREMENTS and SELECTION PROCESS:

Each applicant must successfully meet the selection standards set by the *Waterloo Regional Police Service* for each of the following phases:

- PHASE 1: Submission of O.A.C.P. Certificate of Results, WRPS Application and Personal History Forms
- PHASE 2: Written Composition and Spelling Test
- PHASE 3: Local Focus Interview (with Human Resources)
- PHASE 4: Behavioural Event Interview
- PHASE 5: Board Interview (with Chief of Police or designate)
- PHASE 6: Psychological Assessment and Interview
Background and Reference Check
Security Check
- PHASE 7: Conditional Offer of Employment
Vision Examination → see next section
Medical Examination → see next section

C. MEDICAL REQUIRMENTS and EXAMINATIONS:

Do NOT have vision or medical examinations completed until requested.

- i) **VISION STANDARDS and EXAMINATION**
The vision examination must be performed by a legally qualified optometrist or eye surgeon, certifying the applicant's vision meets the standards established for the position. Some of the vision standards are:
 - *uncorrected* visual acuity of at least 20/40 with both eyes open*
 - field-of-vision must not be less than 120 degrees in each eye
 - colour deficiency must be within established limits

* Refractive Surgery - Ask for the refractive surgery supplementary information sheet. In summary, candidates who have had radial keratotomy (RK), photorefractive keratectomy (PRK), laser in situ keratomileusis (LASIK), or laser thermokeratoplasty (LTK) refractive surgery in order to meet the uncorrected visual acuity standard will be required to provide documentation that the visual acuity and refraction have been stable and that glare is not a problem. Two examinations are required that are at least 30 days apart.
Orthokeratology and Cornea Transplants – Are NOT accepted (Orthokeratology is reshaping of the cornea by implanting specially shaped contact lenses).
- ii) **MEDICAL EXAMINATION**
The medical examination must be performed by a legally qualified medical practitioner, certifying the applicant is able to perform the physical requirements of the position.

