

## **FREQUENTLY ASKED QUESTIONS**

### **1. HOW DO I APPLY FOR A CIVILIAN POSITION?**

You must complete an Application for Employment that cites the specific position and position code to which you are applying. You also must complete an application for each position in which you are interested. Applications are available for download on our web site at [www.wrps.on.ca](http://www.wrps.on.ca) or you can pick them up at our Headquarters building at 200 Maple Grove Road, Cambridge (between 8 am and 4 pm Monday-Friday). You are encouraged to include your resume along with each Application for Employment.

### **2. WHAT CIVILIAN POSITIONS ARE CURRENTLY AVAILABLE?**

Any positions that are open to the public are always advertised on our web site ([www.wrps.on.ca](http://www.wrps.on.ca)) under “Now Recruiting” and “Civilian Opportunities.” If you are interested in applying for a position that is not presently open, you are more than welcome to, as we keep all Applications for Employment on file for a period of six months in case a position becomes available during that time.

### **3. HOW SHOULD I SUBMIT MY APPLICATION?**

You can fax, mail or drop off your Application for Employment to Police Headquarters. You cannot email your application back to us at this time. The Human Resources fax number is (519) 650-8587. Our mailing address is:

Human Resources Branch  
200 Maple Grove Road  
Cambridge, ON N3H 5M1

You may also drop off your application to the address above between 8 am and 4 pm Monday-Friday.

### **4. HOW DO I FIND OUT THE STATUS OF MY APPLICATION?**

You can be assured that if you submitted an Application for Employment, it will remain on file for six months. If we run a competition during that time, we pre-screen all Applications for Employment on file and based on your scoring, we may call you in for the initial phase of testing.

### **5. WHAT ARE THE REQUIREMENTS FOR CIVILIAN POSITIONS?**

Each civilian position has different requirements. Job descriptions of the most frequently open positions are available on our web site ([www.wrps.on.ca](http://www.wrps.on.ca)). You can also view all of our civilian job descriptions in our job description binders in the Human Resources Branch at Police Headquarters (200 Maple Grove Road, Cambridge between 8 am and 4 pm, Monday-Friday).

**6. DO I NEED TO OBTAIN A GRADE 12 EDUCATION BEFORE I APPLY?**

All civilian positions require a minimum Grade 12 education (Ontario Secondary School Diploma) or equivalent as determined by the Ontario Ministry of Education. Some civilian positions have specific educational requirements in addition to the Grade 12 requirement. Please read the job descriptions for further details.

**7. DO YOU OFFER PART-TIME POSITIONS?**

No, we do not offer part-time civilian positions or summer employment opportunities at this time.