



**WATERLOO REGIONAL POLICE SERVICE
HUMAN RESOURCES DIRECTOR**

P.O. Box 3070
200 Maple Grove Road, Cambridge, Ontario N3H 5M1
Phone: 519-653-7700 or 519-650-8500
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 Manager at extension 8824.

Two ways to submit your application:

- Electronic submission

(please refer to the *Electronic Submission Process* page in the Careers Section at www.wrps.on.ca)

- Mail or Fax (Please **PRINT** clearly)

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

POSITION APPLIED FOR:		POSITION CODE NO. _____	
<input type="checkbox"/> Civilian Job Title: _____ • Permanent Yes <input type="checkbox"/> • Temporary Yes <input type="checkbox"/> • Part time Yes <input type="checkbox"/> <input type="checkbox"/> Constable • Experienced Yes <input type="checkbox"/>		Volunteer: <input type="checkbox"/> • Victim Services <input type="checkbox"/> • Regular Auxiliary Unit <input type="checkbox"/> • Police Band <input type="checkbox"/> • Police Chorus <input type="checkbox"/> • Children's Safety Village <input type="checkbox"/> • Other: _____ <input type="checkbox"/> • Interpreter: _____ Fluent Languages _____ (written, spoken)	
PERSONAL DATA:			
Last Name	Given Name	Middle Name	
Address	Apt. No.	Home Phone No.	
City	Province	Postal Code	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.			
FORM: H-100, Revised 04/2014		SEE OVER	

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 degree? 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 in chronological order from present, attach additional pages if required.
(Persons applying for Volunteer position(s) are not required to reveal salary)
Please complete in full. An attached resumé is not sufficient.**

<p>Your present or last employment</p>	<p>Briefly describe your duties</p>
<p>Employer _____ Address _____ Job Title _____ Present/Last Salary _____ Employed From: _____ To: _____ Supervisor _____ Title _____ Phone No. _____ Email _____ Reason for Leaving _____ <i>Your current employer will be contacted during the final stages of the application process. You will be notified in advance.</i></p>	
<p>Previous Employment</p>	<p>Briefly describe your duties</p>
<p>Employer _____ Address _____ Job Title _____ Present/Last Salary _____ Employed From: _____ To: _____ Supervisor _____ Title _____ Phone No. _____ Email _____ Reason for Leaving _____</p>	
<p>Previous Employment</p>	<p>Briefly describe your duties</p>
<p>Employer _____ Address _____ Job Title _____ Present/Last Salary _____ Employed From: _____ To: _____ Supervisor _____ Title _____ Phone No. _____ Email _____ Reason for Leaving _____</p>	

If 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)**

Previous Employment	Briefly describe your duties
Employer _____ Address _____ Job Title _____ Present/Last Salary _____ Employed From: _____ To: _____ Supervisor _____ Title _____ Phone No. _____ Email _____ Reason for Leaving _____	
Previous Employment	Briefly describe your duties
Employer _____ Address _____ Job Title _____ Present/Last Salary _____ Employed From: _____ To: _____ Supervisor _____ Title _____ Phone No. _____ Email _____ Reason for Leaving _____	
Previous Employment	Briefly describe your duties
Employer _____ Address _____ Job Title _____ Present/Last Salary _____ Employed From: _____ To: _____ Supervisor _____ Title _____ Phone No. _____ Email _____ Reason for Leaving _____	
Previous Employment	Briefly describe your duties
Employer _____ Address _____ Job Title _____ Present/Last Salary _____ Employed From: _____ To: _____ Supervisor _____ Title _____ Phone No. _____ Email _____ Reason for Leaving _____	

CHARACTER REFERENCES: List three (3) people whom we may personally contact 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
Relationship to Applicant	Years Known
Email Address	
Name	Home Phone Number
Address	Business Phone Number
Relationship to Applicant	Years Known
Email Address	
Name	Home Phone Number
Address	Business Phone Number
Relationship to Applicant	Years Known
Email Address	

APPLICANT — PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

I confirm that the above information is true and correct to the best of my knowledge. I agree and understand that any misrepresentation of facts shall constitute just cause for termination of my employment and/or association with the Waterloo Regional Police Service at any time.

I authorize the Waterloo Regional Police Service to collect personal information about me including academic records/background, pre-employment testing results and assessments, aptitude test(s) results, work history including references, job performance and disciplinary records, financial records, character statements, criminal record data, negative police contacts, RCMP criminal record data relating to charges 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 that 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 volunteer work, as applicable.

I authorize the release of this information to the Waterloo Regional Police Service by the person(s) or organization(s) who possess it. Information may be subject to verification and confirmation with corresponding documents as required. Information collected with respect to this document will be used only to evaluate suitability for employment or volunteer work. All information is the property of the Waterloo Regional Police Service and will not be subject to disclosure to the applicant or a representative of the applicant.

If I am offered employment, 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 understand that continuing employment will be conditional upon the satisfactory completion of a probationary period and I agree that I must enroll in benefit and pension plans and associations that are obligatory for paid Waterloo Regional Police Service employees.

I understand the Waterloo Regional 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.

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 furnish information they 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 _____

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

The Waterloo Regional Police Service is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, the Waterloo Regional Police Service is committed to inclusive, barrier-free recruitment, selection processes and work environments. If you are contacted regarding a job opportunity, please advise the Human Resources Department at that time of any accommodations required to ensure that the process is fair and equitable. Any information received relating to a requirement for accommodation will be addressed confidentially. All requests for accommodation must be made to the Human Resources branch in advance of any 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 Waterloo Regional Police Service Name of member: _____	
2. Job Advertisement: If Yes, where: <input type="checkbox"/> (a) Workopolis <input type="checkbox"/> (c) Cambridge Reporter	<input type="checkbox"/> (b) K-W Record <input type="checkbox"/> (d) other _____
3. At a Multicultural Centre: If Yes, through which one: <input type="checkbox"/> (a) K-W Multicultural Centre	<input type="checkbox"/> (b) Cambridge Multicultural Center
4. Through the Canada Employment Centre:	Yes <input type="checkbox"/>
5. By contacting the Waterloo Regional Police Service Human Resources Branch:	Yes <input type="checkbox"/>
6. Saw Promotional Recruiting Ad	Yes <input type="checkbox"/> Type: _____
7. Visited WRPS Website:	Yes <input type="checkbox"/>
8. Social Media:	Yes <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, provide reasons why:

Candidate's Signature: _____ Date: _____

When you click on **'SUBMIT'** you will be taken to an email program option window. Once you have selected your email program, then you will be able to attach the required, and optional documents for this position which may consist of the following:

- Human Resources Personal History Form
- Valid OACP Certificate (Uniform positions only)
- Résumé

SUBMIT