



Part-time Civilian Employee Application

To be considered as a Part-time Civilian Employee with the Sault Ste. Marie Police Service you must meet, at a minimum, all of the following basic requirements. You are encouraged before applying to conduct a self-appraisal using the following criteria along with other conditions as set out in the information sheet accompanying this application.

1. Be a Canadian citizen or permanent resident of Canada and be legally entitled to work in Canada.
2. Be of good moral character and habits.
3. Be able to type at a minimum speed of 35 words per minute.
4. Never have been convicted of a Criminal Offence committed in any jurisdiction for which a pardon has not been granted and provide proof of date of birth in order to verify this information.
5. Be prepared to undergo and successfully complete a structured interview, along with medical testing, vision field-testing, auditory standard testing and any other job-appropriate tests as set by the Police Service.

The Sault Ste. Marie Police Service Selection Standards are high. If you are not presently able to minimally meet all of these standards this may not be the most appropriate time for you to apply. You may want to consider taking time to improve your level of readiness by working towards improving those areas in which you are deficient.

INSTRUCTIONS TO APPLICANTS

1. Review the minimum qualifications required for the position of Civilian Employee as noted above and on the information page included with this application.
2. To apply for this opportunity, please complete the Application Form set out on the following pages and include a cover letter and resume highlighting your qualifications to: humanresources@ssmps.org
Subject Line: Part-time Relief Staff
3. Only those candidates who successfully meet the requirements of each step in the selection process will succeed to the next level. Due to the high level of expected response, we are only able to contact candidates who reach the next level in the selection process. Please do not contact us to determine the status of your application.
4. Candidates who are selected for a conditional offer of employment will be subject to an extensive background and satisfactory reference check.



Application Part-Time Civilian Employee

Important

1. Carefully review and follow application instructions included in this application form.
2. Please complete fully, and use additional pages if space is insufficient.
3. Forward the completed application form along with cover letter and resume via email to humanresources@ssmps.org with subject line: **Part-time Relief Staff**

I. Personal Information

Last Name	Given Name (1)	Given Name (2)
Complete Address (including Number, Street, Apt. Number, Lot, Concession, Rural Route #)		
City or Town	Province	Postal Code
Phone Number		
Email Address		

	Yes	No
Are you at least 18 years of age?	<input type="checkbox"/>	<input type="checkbox"/>
Have you successfully completed at least 4 years of secondary school or equivalent?	<input type="checkbox"/>	<input type="checkbox"/>
Are you legally eligible to work in Canada?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a Canadian Citizen or permanent resident of Canada?	<input type="checkbox"/>	<input type="checkbox"/>

II. Education

Secondary School Attended	Highest Grade or Level Completed (If applicable, attach equivalency certificate)
Type of Certificate or Diploma Obtained	

Business, Trade or Technical School Attended		
Course Name	Length of course in years	Number of years Completed
Licence, Certificate or Diploma Awarded Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of Award (e.g. Certificate – Medical Receptionist)	

Community College Attended		
Program Name	Length of program in years	Number of years completed
Licence, Certificate or Diploma Awarded Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of Award (e.g. Ontario College Diploma – Police Foundations)	

University Attended		
Major Area of Study	Length of program in years	Number of years completed
Degree Awarded Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of Degree Awarded (e.g. Bachelor of Arts - Geography)	

Other relevant Courses, Workshops, Seminars, Training, Licenses, certificates or Degrees

III. Employment History

Note:

1. Beginning with your most recent employer and continuing in reverse time order, list and describe every position you held in 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 (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: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		
Telephone Number :	Date Employed : From	To
Complete Mailing Address (include Postal Code)		
Supervisor's Name and Title	Applicant's Position / Title	
Brief Description of Duties		
Reason for Leaving		
<hr/>		
Present or Previous Employer Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		
Telephone Number:	Date Employed : From	To
Complete Mailing Address (include Postal Code)		
Supervisor's Name and Title	Applicant's Position / Title	
Brief Description of Duties		
Reason for Leaving		
<hr/>		
Present or Previous Employer Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		
Telephone Number:	Date Employed : From	To
Complete Mailing Address (include Postal Code)		
Supervisor's Name and Title	Applicant's Position / Title	
Brief Description of Duties		
Reason for Leaving		

IV. COMMUNITY INVOLVEMENT

Note: 1. List all activities that you have volunteered for (did not receive compensation) and where, by volunteering, you gave of your time for a purpose or cause that benefited a particular individual, group or community. (attach additional sheets as required)

Present or Previous Organization		
Your Position	Dates From	To
Hours _____ Per: Week <input type="checkbox"/> Month <input type="checkbox"/>	Total Volunteer Hours	Currently Active: Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact Person for verification (Name and Phone)		
Brief Description of Duties		
Reason for Leaving		
Present or Previous Organization		
Your Position	Dates From	To
Hours _____ Per: Week <input type="checkbox"/> Month <input type="checkbox"/>	Total Volunteer Hours	Currently Active Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact Person for verification (Name and Phone)		
Brief Description of Duties		
Reason for Leaving		
Present or Previous Organization		
Your Position	Dates From	To
Hours _____ Per: Week <input type="checkbox"/> Month <input type="checkbox"/>	Total Volunteer Hours	Currently Active Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact Person for verification (Name and Phone)		
Brief Description of Duties		
Reason for Leaving		

Declaration:

IF OFFERED A POSITION WITH THE SAULT STE. MARIE POLICE SERVICE AS A PART-TIME CIVILIAN EMPLOYEE I AGREE TO ABIDE BY AND BE SUBJECT TO ALL RULES, REGULATIONS OR OTHER SUCH DIRECTION ESTABLISHED BY THE SAULT STE. MARIE POLICE SERVICES BOARD, OR THE CHIEF OF POLICE, AS IT RELATES TO THE DUTIES OF A MEMBER OF THE SAULT STE. MARIE POLICE SERVICE.

I understand that I may be required to provide legal proof of my ability to work in Canada and submit to a medical examination, if a conditional offer of employment is made. I certify that the information contained in this application is true and complete, to my knowledge. I understand that a false statement may disqualify me from my employment or cause my dismissal. I authorize any person, educational institution, or organization I have listed as a reference to disclose in good faith any information they may have regarding my qualifications for employment. I will hold you and any of my former employers, educational institutions and any other persons giving references, free of liability for providing this information and any other reasonable and necessary information related to my application for employment.

Applicant's Signature:

Date:

PERSONAL INFORMATION WHICH MAY INCLUDE ACADEMIC, EMPLOYMENT, MEDICAL, PHYSICAL, FINANCIAL, CHARACTER AND OTHER PERSONAL DATA IS BEING COLLECTED DURING THE RECRUITMENT PROCESS UNDER THE AUTHORITY OF THE POLICE SERVICES ACT SECTIONS 38, 43 AND 53, FOR THE PURPOSE OF ASSESSING YOUR SUITABILITY FOR EMPLOYMENT. QUESTIONS ABOUT THIS COLLECTION SHOULD BE DIRECTED TO THE HUMAN RESOURCES DEPARTMENT, SAULT STE. MARIE POLICE SERVICE, 580 SECOND LINE EAST, SAULT STE. MARIE, ONTARIO, P6B 4K1, (705) 949-6300 Ext.336 OR EMAIL HUMANRESOURCES@SSMPS.ORG

Jan 2023